PHILIPPINE CONSTABULARY REGULATIONS 1930

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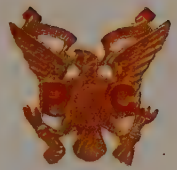
HEADQUARTERS PHILIPPINE CONSTABULARY
MANILA, P. I.

JANUARY 1, 1930.

The **PHILIPPINE CONSTABULARY REGULATIONS** prepared under section 843 of the Administrative Code, Act No. 2711, having been approved by the Secretary of the Interior and the Governor-General, is published for the administration and government of the **Philippine Constabulary.**

C. E. NATHORST,
Brigadier General,
Chief of Constabulary.



Corps Insignia

Cap Device

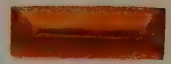
Headquarters Insignia

Brigadier General

Colonel

Lieut. Colonel (Silver)
Major (Gold)

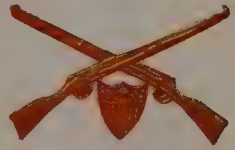
Captain



First Lieutenant (Silver)
Second Lieutenant (Gold)

Chief of Staff

Adjutant



District Adjutant

Aide-de-Camp

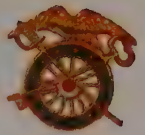
Number of stars designate General's rank)

OFFICER'S INSIGNIA AND DEVICES

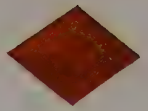
(REDUCED TO TWO-THIRDS OF ORIGINAL SIZE)

Line (Infantry)

Line (Artillery)



Quartermaster



Finance (Quartermaster)

Inspectors Division

Band

Academy

Medical Officers

Dental Officers

(Pharmacists and chemists will use the same insignia with the corresponding letters Ph. and Ch., respectively.)

Rifle or Carbine Expert

Buttons, Large

Buttons, Small

Pistol or Revolver Expert

INSIGNIA OF THE DIFFERENT BRANCHES OF THE SERVICE

BUTTONS AND BADGES

(REDUCED TO TWO-THIRDS OF ORIGINAL SIZE)

Corps

Line
(Infantry)

Line
(Artillery Detachment)

Band

Medical Division

CORPS AND BRANCHES OF THE SERVICE

HEADQUARTERS AND DISTRICT INSIGNIA

ENLISTED MEN'S COLLAR INSIGNIA

(ORIGINAL SIZE)

DECORATIONS AND SERVICE MEDALS

Distinguished Conduct

For Valor

Distinguished Service

20 Years Service

The World War, 1917–1918 (P. C.)

Luzon Campaigns

Visayan Campaigns

Mindanao & Sulu Campaigns

(REDUCED TO TWO-THIRDS OF ORIGINAL SIZE)

NOTE.—The middle blue and red stripes in the Distinguish Conduct and Distinguish Service Stars, respectively, have been modified so as to be $\frac{1}{5}$ as broad as their corresponding ribbons.

ACADEMY INSIGNIA

Cadet Captain — Cadet First Lieutenant — Cadet Second Lieutenant

Cadet First Sergeant — Cadet Sergeant — Cadet Corporal — First Class — Second Class

LINE

Sergeant Major — Staff Sergeant — First Sergeant — Sergeant — Corporal — Lance-Corporal

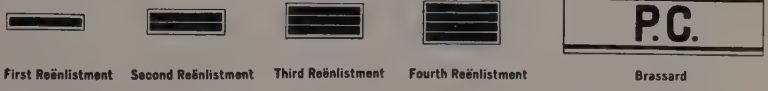
MEDICAL DIVISION

First-class Sergeant — Sergeant — Corporal — Private

BAND

Master Sergeant — Sergeant Drum Major — Sergeant — Corporal — First-class Musician — Second-class Musician

SERVICE STRIPES



First Reënlistment — Second Reënlistment — Third Reënlistment — Fourth Reënlistment — Brassard

CADETS AND ENLISTED MEN'S INSIGNIA OF RANK

(Reduced to about $\frac{1}{8}$ of the original size).

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PHILIPPINE CONSTABULARY REGULATIONS

Article I.—DEFINITION AND ORGANIZATION

1. The **Philippine Constabulary** is the armed force of the Government of the Philippine Islands, established and maintained for the preservation of peace, law and order within the Islands. (Sec. 825, Adm. Code.)

2. The Governor-General is the **Commander in Chief of the Philippine Constabulary,** and, through the Chief of Constabulary, exercises general supervision and control of its administration, including all matters pertaining to appointments, assignments, promotions, training, discipline, and field operations. (Sec. 21, Organic Act; secs. 58 and 826, Adm. Code.)

3. For administrative purposes in its relations with other branches of the Government, the Constabulary is under the Department of the Interior, and the Chief of Constabulary has all the powers conferred generally upon Directors of Bureaus. (Sec. 829, Adm. Code.)

4. Officers and enlisted men of the Constabulary are vested with police powers, and are authorized to prevent and suppress brigandage, unlawful assemblies, and other breaches of the peace and violations of the law. They are required to execute any lawful warrant or order of arrrest for violation of law, and to make arrests without warrant upon reasonable suspicion. (Sec. 848, Adm. Code.)

5 (*a*) The official seal of the Philippine Constabulary is the coat of arms of the Government of the Philippine Islands within a circular scroll containing the inscription: **HEADQUARTERS—PHILIPPINE CONSTABULARY—OFFICIAL.** The Adjutant will be responsible for the safe custody and proper use of this seal.

(*b*) Official seals of similar design, but with appropriate distinctive inscriptions, are authorized for the Constabulary Academy and for each District Headquarters.

(*c*) The Commandant of Cadets and District Adjutants, respectively, will be responsible for the safe custody and proper use of these seals. (Sec. 549, Adm. Code.)

EIGHT PHILIPPINE LEGISLATURE)
Second Session)

S. No. 253

(No. 3535)

AN ACT TO AMEND SECTION SEVENTY-NINE (C) OF ACT NUNDRED TWENTY-SEVEN HUNDRED AND ELEVEN, KNOWN AS THE ADMINISTRATIVE CODE, AS AMENDED.

Be it enacted by the Senate and House of Representatives of the Philippines in Legislature assembled and by the authority of the same;

Section 1. Section seventy-nine (C) of Act Numbered Twenty-seven hundred and eleven, known as the Administrative Code, as amended, is hereby further amended to read as follows:

"SEC. 79 (C).-Power of direction and supervision.- The Department Head shall have direct control, direction, and supervision over all bureaus and offices under his jurisdiction and may, any provision of existing law to the contrary notwithstanding, repeal or modify the decisions of the Chief of said bureaus or offices when advisable in the public interest.

"The Department Head may order the investigation of any act or conduct of any person in the service of any bureau or office under his department and in connection therewith may appoint a committee or designate an official or person who shall conduct such investigations, and such committee, official, or person may summon witnesses by subpoena and subpoena duces tecum, administer oath and take testimony relevant to the investigation."

Sec. 2. This act shall take effect upon its approval.

Approved, October 31, 1929.

Article II.—ADMINISTRATIVE ORGANIZATION

THE CHIEF

BRIGADIER GENERAL—COMMANDING

6. The Philippine Constabulary is under the direct command of the Chief of Constabulary who is charged with its administration, training, discipline, and interior economy, in accordance with the policy established by the Commander-in-Chief. To this end the Chief will see that officers and enlisted men are properly selected and instructed; that the force is efficiently organized and governed; that it is adequately provided with arms, munitions, uniforms, and equipment; and that it is in all respects maintained as an effective instrument for the performance of its duties.[1] (Sec. 842, Adm. Code.)

ASSISTANT CHIEFS

COLONELS AND LIEUTENANT COLONELS

7. During accrued leave or absence on duty from the Islands of the Chief of Constabulary, or in case of his prolonged disability, the Governor-General will designate an Assistant Chief as Acting Chief. (Sec. 828, Adm. Code.)

8. Assistant Chiefs perform their duties under the general supervision and direction of the Chief, and, subject to

[1] "The Chief jointly with the Director of Public Works is authorized (with the approval of their respective Department Heads) to prepare and issue general regulations for the government, discipline, and inspection of municipal fire departments; also to prepare and issue an examination manual describing how said examination shall be conducted, what subjects they shall cover and what average and rating must be obtained in each subject." (Section 2277, Adm. Code, as amended by Act No. 3321.)

such supervision and direction, they have by law all the powers, and are required to perform, all the duties of the Chief in their respective spheres.

AIDE-DE-CAMP

9. The Chief will select his personal **Aide** from officers of the Corps below field rank.

THE HEADQUARTERS ADMINISTRATIVE STAFF

10. For the purpose of coördinating, directing, and supervising the administrative policies and functions of the Corps there is established at Headquarters an **Administrative Staff** under the supervision of the Chief, consisting of the Chief of Staff, the Adjutant, the Quartermaster, the Superintendent of the Intelligence Division, and the Chief Surgeon.

11(*a*) The Divisions of the Administrative Staff are as follows:

The Executive Division.
The Quartermaster Division.
The Intelligence Division.
The Medical Division.
The Philippine Constabulary Academy.

(*b*) The Chief Surgeon is the head of the Medical Division by virtue of his rank. The heads of the other divisions are assigned by the Chief.

EXECUTIVE DIVISION

THE CHIEF OF STAFF

12. The **Chief of Staff** is charged with the supervision of the several divisions of Constabulary Headquarters and the execution of administrative measures ordered by the Chief. The Chief of Staff has charge of the office of the Chief during any temporary absence of the latter.

THE ADJUTANT

13 (*a*) **The Adjutant** is charged with the custody of the records of officers and enlisted men, the records of firearms and firearms licenses issued, and with the arrangement and preservation of reports and records pertaining to the office of the Chief.

(*b*) **The Adjutant** signs correspondence and instructions issued by the Chief, and performs such other duties as may be required of him. (Sec. 842, Adm. Code.)

THE QUARTERMASTER

14. The Quartermaster is charged with the general disbursement of Constabulary funds; the purchase, requisition and distribution of arms, ordnance, supplies, and equipment, and the general supervision of Constabulary transportation, buildings and grounds. (Sec. 842, Adm. Code.)

THE SUPERINTENDENT OF INTELLIGENCE DIVISION

15. The Superintendent of the Intelligence Division is charged with the collection, coördination, and safe custody of information of a secret or confidential nature pertaining to the preservation of law, order, and security; and with the instruction and direction of agents employed in the detection and suppression of criminal, vicious, and other activities or influences that may be subversive of good government and the public welfare.

THE CHIEF SURGEON

16. The Chief Surgeon is charged with the supervision of the service of Medical Officers and Dental Surgeons, with the management of Constabulary hospitals, with the training of the enlisted men of the Medical Division, with the requisition and distribution of medical supplies, and with the general administration of the Medical Division. (Sec. 842, Adm. Code.)

THE SUPERINTENDENT OF CONSTABULARY ACADEMY

G.O. 39, S. 1930

17. The Superintendent of the Philippine Constabulary Academy is charged with the general administration of the institution established for the training and instruction of Constabulary Cadets. (See pars. 781, 782–a, and 783.)

Article III.—CONSTABULARY DISTRICT

18. For administrative purposes the Philippine Islands are divided into Territorial Districts, the number and extent of which are announced in orders by the Chief. Each district is commanded by an Assistant Chief, or by a Field Officer designated by the Chief, as District Commander.

19. **District Commanders** are designated in orders by the Chief. A District Commander is charged with responsibility for the discipline, training, and general efficiency of the Constabulary, and for the maintenance of peace and order within his district. He will keep himself informed of the conduct and efficiency of all elements of his command, which he will periodically visit and inspect.

20 (*a*) District Commanders will be assisted in the performance of their duties by such Inspectors or Assistant Inspectors as may be assigned to districts by the Chief.

(*b*) A District Adjutant will be assigned to each District, the detail to be made by the District Commander upon approval of the Chief. He will perform in his sphere the corresponding duties assigned to the Adjutant as prescribed in paragraph 13, signing orders, instructions and ordinary correspondence within the District (excepting reports of the District Commander to Headquarters), in this manner: **"By order of the District Commander."**

(*c*) The number of enlisted men including Sergeant Majors and Staff Sergeants necessary at District Headquarters will be detailed by the District Commander upon the authority and approval of the Chief.

21. District Commanders will, at the end of each quarter, submit to the Chief a report of Constabulary activities, and political, economic, and peace conditions within their districts, together with appropriate comment and recommendation.[2] (See par. 697–b.)

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[2] "It shall be the duty of the District Commander or his duly authorized representative, immediately to take charge of the three keys of the ballot boxes in sealed envelopes and to retain one of them in his custody, and deliver one to the Provincial Treasurer and the other to the Clerk of the Court of First Instance." (Sec. 414, Adm. Code as amended by Act 3387.) District Commander as this term is used in section 414 of the Election Law means the official appointed as such by the Chief of Constabulary. (Ruling, Executive Bureau, February 1, 1928.)

Article IV.—INSPECTORS DIVISION

22 (*a*) The Inspectors Division will consist of an **Inspector-General** and such number of **Inspectors** and **District Inspectors** as may be detailed by the Chief.

(*b*) One Assistant Chief of Constabulary may be assigned by the Chief of Constabulary to the position of **Inspector General,** charged with the following duties:

(1) Under the immediate supervision of the Chief of Constabulary he will, personally or through District Inspectors, investigate and recommend such measures to the Chief of Constabulary as will obtain from all units a maximum of efficiency at a minimum cost.

(2) He will exercise a general supervision over District Inspectors to the end that officers so assigned render efficient service within their jurisdictions.

(3) He will exercise a comprehensive and general observation over all matters that pertain to the efficiency of Constabulary stations, companies and units in regard to equipment and supplies of all kinds, the housing of the said units, welfare of enlisted men regarding nutrition and health, the condition of accounts of all Disbursing Officers, the conduct, discipline and efficiency of officers and troops, and report with strict impartiality his findings and make such recommendation as his findings may warrant.

(4) Under the direction of the Chief of Constabulary, he will also conduct, or cause to be conducted by District Inspectors, special investigations regarding any matter falling within the scope of Constabulary duties.

(*c*) District Inspectors will be assigned to districts by the Chief. They will perform their duties under the direct supervision of the District Commander.

(*d*) An Inspector or District Inspector is the next in authority to the District Commander in matters of instruction, training, discipline, patrols and expeditions, and in measures for the enforcement of law and order.

23. Inspectors will, while on tours of inspection, make careful inquiry into all matters that pertain to the work, duties, and activities of the Constabulary and will report

with strict impartiality to the District Commander all irregularities that may be discovered. From time to time, they will make such suggestions which may appear to them necessary and practicable for the correction of any defects that come under their observation. A list of the defects noted at each inspection will be left with the Company or Station Commander for his information and that of other inspecting officers. (For inspection of funds, see pars. 518–519.)

24. Inspectors will observe conditions affecting peace and order in the provinces, the deportment of the Constabulary toward the people, the efficiency of municipal police, and will, by personal contact with Constabulary officers, provincial and municipal officials, endeavor to acquire a knowledge of local conditions, and to assist in securing harmonious coöperation between the Constabulary and other officials.

25 (*a*) District Inspectors will make regular inspections of their districts, and, in addition, will exercise general supervision of all Constabulary activities within their spheres of duty.

(*b*) District Inspectors are responsible in a general sense for the discipline, efficiency, instruction, and well-being of the Constabulary in their districts. Any tendency to a lowering of standards or indications of unsatisfactory conditions found in a province will be considered prima-facie evidence of neglect on the part of the Inspector unless records show that he promptly brought the same to the attention of the Chief of Constabulary or of the District Commander, and submitted appropriate remedial recommendations. (For the enforcement of economy, see par. 584.)

26 (*a*) Inspectors will inspect the office of every Provincial Commander under their respective jurisdictions at least once every quarter and will inspect every company, station, and hospital at least twice annually, once during the first six months and once during the second six months of the calendar year.

(*b*) Additional inspections will be made of companies and stations which may appear to be in an unsatisfactory condition.

(*c*) Report of these inspections will be submitted in quadruplicate to the District Commanders who will indorse one copy to the Inspector General stating thereon what action has been taken by them in the premises. Two copies will be furnished the Provincial Commander concerned who will furnish one copy to the Company Commander to which the report pertains. (See par. 1072-f.)

27. District Inspectors will, on their inspection tours to remote districts not frequented by local Constabulary Officers, verify firearms and issue permits to purchase ammunition to persons holding licenses, special permits or certificates of registration not exceeding the quantity allowed in such license, special permits, or certificates of registrations. The Provincial Commander of the province in which such arms have been verified, or permits issued to purchase ammunition, will be notified in each case.

28. District Inspectors, Provincial or Station Commanders, Medical Inspectors, and Dental Surgeons, prior to leaving their stations on inspection trips, etc., will notify the next senior officer, or noncommissioned officer, as approximately as possible, of the itinerary and duration of the proposed trip, in order to facilitate communication in case of emergency.

29 (*a*) Inspectors and Provincial Commanders, when inspecting companies, will afford the enlisted men of a command an opportunity to present such complaints as they may desire. They will inquire into the welfare of the enlisted men, and patiently listen to matters submitted to them for consideration. The presentation of such complaints should, for obvious reasons, be made in the absence of the company officers.

(*b*) Inspectors will state in their inspection reports that the enlisted men were afforded a fair opportunity to be heard and will add their own conclusions and recommendations.

Article V.—PROVINCIAL COMMANDERS

30. Provincial Commanders are appointed and assigned to provinces by the Chief. The assignment or transfer of a Provincial Commander from one province to another within a district is made by the Chief upon the recommendation of the District Commander.[3]

31 (*a*) When an officer succeeds another as Provincial Commander, the Adjutant will be notified immediately by letter signed jointly by the two officers concerned. The effective date of transfer will be that on which the transfer of property pertaining to the office is completed, as evidenced by the invoices and receipts. A copy of the letter will be furnished the District Commander.

(*b*) At remote stations, from which a letter is not likely to reach Manila within 15 days, the report will be made by telegram and a copy sent by mail to the District Commander.

(*c*) The letter or telegram should read:

"Date .....

"Transfer completed today.

"HERNANDEZ–RAMOS"

32. The Provincial Commander is responsible for the conduct and discipline of all subordinate officers and enlisted men on duty in the province, subject to the supervision of District Inspectors. A Provincial Commander is required to perform the duties of a Company Commander, and a Company Commander must assume the duties of a Provincial Commander whenever the exigencies of the service require.

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[3] "The Provincial Commander is a member of the Fireman's Examining Board, of which the district engineer and a member of provincial board who is the chairman, shall be members." (Sec. 2277, Administrative Code, as amended by Act No. 3321.)

33. Provincial Commanders are responsible for the maintenance of peace and good order in their provinces, for the efficiency and discipline of the Constabulary under their command, and for the harmonious coöperation of the Constabulary with other departments or officials. It is their duty also to make quarterly inspections of the police of all municipalities in their provinces. (Sec. 834, Adm. Code.)

34. Provincial Commanders or Assistant Provincial Commanders will, at least once a month and more frequently if practicable, inspect the office of the Disbursing Officer and the companies in the province with reference to all matters pertaining to their efficiency, instruction, the general performance of Constabulary duties, and the relations of the officers and men with the local officials and people. A list of defects noted will be left with the Company and Station Commander by the Provincial Commander for his information and correction. Provincial Commanders will note in their quarterly returns and Narrative Reports the date on which each company was inspected. (For inspection of funds, see pars. 518–519; for the enforcement of economy, see par. 584.)

35. Provincial Commanders are authorized and expected to travel in their own provinces upon their own initiative without previous orders from the Chief or District Commander in order to confer with local officials and to keep themselves informed of general conditions. They will visit the different municipalities and important barrios in their provinces as frequently as practicable, whether detachments are stationed in them or not. (See par. 697–b.)

36. Provincial Commanders are by law chairman of the Municipal Police Examining Boards in their respective provinces. (Sec. 2265, Adm. Code.)

37. The Provincial Commander will visit once each month the provincial jail and make report upon its condition to the Director of Prisons through the Adjutant. (Sec. 1730, Adm. Code.)

38. Provincial Commanders serving as members of Locust Boards are entitled to reimbursement of traveling expenses incurred in connection with such duty from funds provided by the Bureau of Agriculture and disbursed by Provincial Treasurers. Vouchers will be presented to the Provincial Treasurer direct. (Act 2472, secs. 3, 22, 23.)

39. Reports of inspection made by Provincial Commanders and Assistant Provincial Commanders will be sent to the District Commander who will take such action as may be required.

40. Provincial Commanders will instruct their Sergeant Majors or Staff Sergeants, as the case may be, to open official mail during their absence from station in order that they may at once communicate with their Provincial Commanders with reference to any important matter.

Article VI.—CONSTABULARY STATIONS GARRISONS AND OFFICES

41 (*a*) Permanent Company and Detachment Stations are allocated or vacated only by order of the Chief, upon the recommendation of District Commanders. Emergency stations may be established in connection with field operations, quarantine, etc., by District Commanders, or by an Assistant Chief in command of troops on special service, subject to the approval of the Chief.

(*b*) Companies or Detachments will not be transferred from one permanent station to another except by order of the Chief.

42. Before submitting recommendations for change of a station or transfer of a unit the District Commander will consult the Provincial Governor concerned, and will if possible obtain an expression of his views in writing. Recommendations affecting provincial guards, municipal police, and similar organizations, will be submitted only after the views of the local authorities have been ascertained and given due consideration. The Chief will be fully advised of such views.

43. Unless otherwise directed by the Chief the senior line officer assigned for duty with troops at a station is designated as Station Commander. As such he is responsible, under the supervision and control of the District Commander, for the careful maintenance and custody of station records as well as for the discipline and efficiency of troops within his command.

44. At the larger Constabulary garrisons the Station Commander may, subject to the approval of the District Commander, detail a noncommissioned officer to perform the duties of **Provost Sergeant.** Subject to the orders of his Commanding Officer the Provost Sergeant will have

charge of insular or other prisoners detailed for labor service within the station limits; he will be responsible to the officer of the day (or another officer specially detailed), for the orderliness and cleanliness of prisoners' quarters, he will repress irregularities, and will clear the reservation or station premises of suspicious or unauthorized persons. He will at all times avoid coming into personal collision with soldiers or others.

45. When necessary the Provost Sergeant may be assisted in his duties by not exceeding two enlisted men, detailed as **Provost Police.** They will have authority to supress disturbances within the station limits, or, in case of emergency, to apprehend an offender of any unit.

46 (*a*) Officers arriving in or departing from Manila, Baguio, Cebu, Iloilo, Zamboanga and San Fernando will register their names at the headquarters of these stations, giving date and hour of arrival or departure, and temporary address while in the locality. Provincial Commanders will advise the Adjutant of any unnecessary delays or stopovers of officers in transit traveling under orders.

(*b*) Officers residing in Manila will notify the Adjutant of all changes of address, residence, or telephone numbers.

47. The establishment of **Station and Company Libraries** will be encouraged. Every station or company should have available to officers and enlisted men at least the nucleus of a select library containing a History of the United States, a General History, a standard English Dictionary, biographies of noted soldiers and statesmen, and an appropriate proportion of works of fiction. Officers and men who will devote a reasonable portion of their leisure to the perusal or study of good literature cannot fail to broaden their mental horizon, improve their knowledge of English, and enhance their usefulness to the Government. Books purchased from Mess Savings become mess property, and must be properly cared and accounted for.

48. Station Commanders will take necessary precautions for the proper care and preservation of library books. Each volume should be numbered serially and recorded in

a **Library Catalogue** kept for the purpose. The covers of books may be protected against the ravages of roaches and damp by the application of a special varnish, which may be obtained through the Quartermaster, the cost to be defrayed from Mess Savings. Appropriate bookshelves should be fabricated at stations.

49. The following maps will be kept in each station:

(*a*) Office of the District Commander and District Inspector—**A map of the Philippines and a map of the District;**

(*b*) Office of the Provincial Commander—**A map of the Philippines and a map of the province and the surrounding provinces;**

(*c*) Office of the Company Commander—**Map of the province and sketches of roads and trails of the station.** (See par. 708.)

RECORDS

50. All official records are the property of the Government and will be carefully preserved. When stations are abandoned or companies are disbanded, all the permanent records will be carefully labeled, packed and sent to the Provincial Commander for safe keeping.

51. Constabulary forms, copies of which are retained when rendered, need not be recorded or indexed. These will be placed chronologically in file cases labeled to show contents, as:

Monthly Strength Report and Station Lists,
Monthly Report of Jail Inspection, etc.

52. The following **records and journals** will be kept at each station in addition to and separate from those kept by a Company or Detachment; and will be disposed of by burning in accordance with the instructions contained herein:

(1) **Copies of letters sent and received**—Permanent file.
(2) **Station Record and Index Book**—Permanent file.
(3) **Special orders**—To be destroyed when 1 year old.
(4) **General orders**—To be destroyed when 5 years old.

(5) **Bulletins**—To be destroyed when 3 years old.

(6) **Memorandum**—To be destroyed when 2 years old.

(7) **Chronological Record of Events**—Permanent file. In this book will be recorded all crimes committed, arrests, information relating to criminal organization and individual criminals, disasters, epidemics, and other occurrences or matters of importance. Cross-references with Narrative Reports and the corresponding document file will be noted.

(8) **Monthly reports of chiefs of police**—To be destroyed when 1 year old.

(9) **Reports of inspection of municipal police**—To be destroyed when 1 year old.

(10) **Reports of inspection of provincial jails.**—To be destroyed when 2 years old; of municipal jails when 1 year old.

(11) **Guard Report Book**—To be destroyed when 1 year old.

(12) **All documents of animals** slaughtered or died of disease—To be destroyed when, in the opinion of the Provincial Commander, they are of no further use.

(13) **Descriptive list of Government animals**—To be disposed of as in item No. 25 of paragraph 56. (See par. 524-d.)

53. In each station will be kept a **permanent chronological record of all crimes committed** within its jurisdiction and tabulated as shown on page 18.

54. The following records at each Constabulary Station will be kept up to date and filed for convenient reference:

(1) **A list of Representatives, Senators, and principal Insular officials whose residences are in the province;**

(2) **A list of all provincial officials;**

(3) **A list of all municipal officials, including councilmen and barrio officials, with their addresses;**

(4) **A list of all foreigners with their approximate age, occupation, nationality, and residence;**

(5) **A list of all former Constabulary soldiers, Scout soldiers, ex-service men of the Army and Navy, and Pensioners of the Federal Government, showing occupation where they reside and the organizations or companies in which they formerly served, with character given on discharge;**

(6) **A list of fiestas of each municipality and barrio,** to which large crowds of people are usually attracted;

(7) **A list of deceased officers and enlisted men of the Constabulary** interred in cemeteries within the station jurisdiction, indicating the cemeteries and location of the graves;

(8) **A list of cattle-brands** used in the province and adjoining provinces.

PERMANENT CHRONOLOGICAL RECORD OF ALL CRIMES COMMITTED

Narrative or Special Report		Crimes	Names of Accused	Place Committed	Date Committed	Trial or Preliminary Hearing in Justice of Peace Court				Trial in Court of First Instance				Remarks
						Date	Outcome	Narrative Report		Date	Sentence	Narrative Report		
Month (Date)	Par.							Month	Par.			Month	Par.	

55. The following **statistical records** will be kept in the office of the Provincial Commander under the card index system. Other Station Commanders will keep these records in the form of a list only, disregarding the explanatory note in items Nos. 8 and 10.

(1) **Americans** (cards showing name, age, occupation, and address): A list of American residents will be sent to the Superintendent of the Intelligence Division on January first of each year. A completed **General Information Card** will be sent to the same office whenever an American citizen transfers his residence to another province;

(2) **Foreigners**: A list of foreigners will be sent to the Superintendent of the Intelligence Division on January first of each year. A general Information Card concerning each foreigner who permanently transfers his residence to another province will also be sent;

(3) **Arrests made by the Constabulary** with or without warrants and outcome of cases;

A **Suspect Identification Card** (Finger Print Card) will be completed for each person arrested, and mailed direct to the Superintendent of the Intelligence Division who will furnish a **Criminal Record Card** of the person to the Provincial Commander. At the close of the case the Provincial Commander will complete this criminal record card and return it to the Intelligence Division for file, together with a copy of the court's decision in the case. (See par. 1175);

(4) **Crimes** (list of crimes on cards alphabetically arranged);

(5) **Criminal cases** arranged by municipalities;

(6) **Persons wanted;**

(7) **Persons awaiting trial;**

(8) **Criminals serving sentence;** a copy of all decisions of conviction rendered in criminal cases will be sent by the Clerk of Court and the Justices and Auxiliary Justices of the Peace in their respective districts to the Provincial Commander of the province in which the accused is convicted. (Circular No. 9 Department of Justice, July 18, 1924);

(9) **Prisoners paroled;**

(10) **Prisoners pardoned.** When the term during which conditionally-pardoned prisoners are required to report to Provincial Commanders shall have expired, a certificate to that effect will be given each in the following form:

"This is to certify that ..... *whose sentence was conditionally remitted by His Excellency, the Governor-General,* .....,

19..... has complied with the condition contained in the pardon, and is no longer required to report at this office." [4]

Provincial Commander

(11) Ex-Convicts;

(12) **Animals stolen, lost, and recovered.**

56. The following records will be kept by each Company and Detachment Commander and will be destroyed by burning when they are no longer needed in accordance with the instructions contained herein:

(1) **Copies of letters sent and received**—Permanent file.

(2) **Company Records and Index Books**—Permanent file.

(3) **Special Orders**—To be destroyed when 1 year old.

(4) **General Orders**—To be destroyed when 5 years old.

(5) **Bulletins**—To be destroyed when 3 years old.

(6) **Memorandum**—To be destroyed when 2 years old.

(7) **Inspection Reports** by Provincial Commanders, Inspectors, Medical Inspectors, and District Commanders—To be destroyed when 1 year old.

(8) **Chronological Record of Events**—To be kept as in item No. 7 of par. 52.

(9) **Guard Report Book**—To be destroyed when 1 year old.

(10) **Morning Report Books**—To be destroyed when 1 year old.

(11) **Duty Rosters**—To be destroyed when 1 year old.

(12) **Sick Report Books**—To be destroyed when 1 year old.

(13) **Annual Target Record Books**—To be destroyed when 2 years old.

G.O. 35 "PAR. 56 (14). Descriptive Records—Permanent file." 1930 charge.

(15) **Patrol Record Book**—To be destroyed when 1 year old unless filed for special cases.

(16) **School Record Book**—To be destroyed when 6 months old.

(17) **Strength Report**—To be destroyed when 1 year old.

(18) **Record of discretionary punishments** awarded enlisted men—To be destroyed when 1 year old.

(19) **Summary Court Records** consisting of copies of trial forms—To be destroyed 6 months after discharge or after 3 years if those concerned are in the service.

(20) **Subsistence Book** showing purchases, inventory of stock, company property purchased, subsistence funds, and cash—To be destroyed when 1 year old.

(21) **Subsistence returns, and mess accounts**—To be destroyed when 1 year old.

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[4] A copy of these certificates will be forwarded to the Adjutant.

G. O. 14; July 13, 1925

OFFICIAL GAZETTES.

115. Official Gazette: back numbers.- The Bureau of Printing supplies free of charge a back number of the Official Gazette only when its non-receipt is reported immediately after the next number has been received.

In such case officials will apply direct to the Bureau of Printing for the number that has not been received.

Where numbers are missing from office files, Provincial Commanders will fix the responsibility for the replacement of the missing numbers and recommend to whom the cost of replacing them shall be charged.

Back number from July 1, 1920 costs ₱0.20 and prior to that date, ₱0.30.

116. Official Gazettes -- binding.- It is noted that many Provincial Commanders have had their official file of the official gazettes bound locally, a procedure which is contrary to the provisions of section 1644 of the Administrative Code. This section provides that all printing and binding work for bureaus shall be done by the Bureau of Printing. Hereafter vouchers covering payment for the binding of official gazettes will not be allowed in audit.

(22) **Files of abstracts with vouchers** (for Disbursing Officers only)—To be destroyed when 1 year old.

(23) **Files of copies of requisitions, bills of lading, reports of outstanding obligations, transportation orders, inspection and inventory of properties, and other papers on** property accountability (for Disbursing Officers only)—To be destroyed when 1 year old.

(24) **Copies of letters sent and received on property or money accountability** (for Disbursing Officers only)—To be destroyed when 2 years old or sooner when the accountable officer is given clearance on the occasion of taking accrued leave or resignation.

(25) **Descriptive list of Government animal**—To be kept on file until it is invoiced, when animal is transferred or sent to the Quartermaster, when animal is lost or killed or when sold at public auction. (See pars. 524–d and 688).

57. Station, Provincial, Company, and Detachment Commanders will destroy, by burning, the books and records in their respective offices as above indicated. A list of records so destroyed will be filed in the office concerned and indexed under *Records, destruction of.*

58. When an officer is relieved he will promptly turn over to his successor under proper receipt all *Station and Company Records* mentioned in paragraphs 52, 53, 54, 55, and 56. The receiving officer will report at once to the Chief if any record be missing.

Article VII.—COMMISSIONED SERVICE

RANK, COMMAND AND PRECEDENCE

59. Commissioned officers are those having the following rank (sec. 841, Adm. Code):

(*a*) General officer:

Brigadier General.

(*b*) Field officers:

Colonel,
Lieutenant Colonel,
Major.

(*c*) Line officers:

Captain,
First Lieutenant,
Second Lieutenant.

(*d*) For Officers in the Medical Division including Dental Surgeons, see Article XIX, paragraphs 727 and 733.

60 (*a*) In each grade relative rank is determined by date of commission, or appointment, except in the case of officers who have, for disciplinary reasons, been reduced in files.

(*b*) The relative rank of officers of the same grade whose commissions or appointments bear the same date follows the order in which their names appear in the order announcing the appointment or promotion. The same rules apply in the case of Noncommissioned Officers.

61. Command is exercised only by virtue of office and the special assignment of officers holding rank in the Philippine Constabulary.

62. The functions assigned to any member of the Constabulary in these regulations devolve upon the person acting in his place, except when otherwise specified. A person having temporary authority shall not, except in urgent cases, alter or annul the existing rules and orders without the approval of higher authority.

63. Every officer will keep written up from day to day an official diary, which will show his whereabouts, and contain memorandum that will assist him to make correct reports or to accurately explain or testify concerning events of which he may be cognizant, should he be subsequently called upon to do so in connection with his official duties. This diary will be subject to inspection.

APPOINTMENT AND QUALIFICATION OF APPOINTEES

64. The Chief and Assistant Chiefs of Constabulary are appointed by the Governor-General, by and with the consent of the Philippine Senate. (Sec. 66, Adm. Code.) All other officers are, subject to the approval of the Governor-General, appointed or promoted by the Chief. (Secs. 552, 559, 827, 829, Adm. Code.)

65. Original vacancies in the commissioned ranks will be filled by the appointment of graduates of the Constabulary Academy, or of an accredited University, College, or Academy in the United States or the Philippine Islands having organized military training as a feature of its curriculum, and whose educational standards and requirements are equal to those in a high school; or of candidates who have qualified for admission to the United States Military or Naval Academies; or of officers of the Organized Reserve of the United States Army; or of honorably discharged noncommissioned officers of the United States Army, Navy, or Marine Corps, or the Philippine Constabulary: **Provided,** That such noncommissioned officers shall first qualify in a written examination in which their service and experience shall be given due weight, and that all new appointees may be required to attend a course of special instruction at the Academy; **And provided,** That not less than seventy per centum of the total number of original appointments in each year shall be made from eligible graduates of the Constabulary Academy if available; **And provided, further,** That no original appointments shall be made in a grade higher than that of second lieutenant. (Sec. 845, Adm. Code.)

PROMOTIONS

66. Promotions in the grade of lieutenant are made by seniority, provided that every third promotion may be made by selection in the discretion of the Chief. Promotions to grades higher than first lieutenant may be made by selection.

67. Eligibility for promotion shall be determined by examination in the subjects hereinafter prescribed in paragraph 71.

68. Second Lieutenants who are graduates of the Constabulary Academy will be exempt from examination for promotion to the next higher grade.

69. Officers who fail to obtain the passing grade prescribed in paragraph 72 will not be promoted. They will be entitled to reëxamination after four months. Officers who fail in three consecutive examinations will be required to relinquish their commission unless, in the opinion of the Chief, the good of the service requires or justifies their retention.

EXAMINATIONS

70 (*a*) Examinations for promotion shall be conducted by a Board of Officers of the Constabulary Academy appointed by the Chief, upon recommendation of the Superintendent. Except in special cases such examinations will be held each year during the period June 1st to August 31st.

(*b*) When it is impracticable for officers ordered for examination to appear before the Academy Board, the Board will prepare the required sets of examination questions, which will be sent under sealed registered cover to the District Commander or other senior officer designated by the Chief, who will conduct the examination in strict accordance with regulations. At the conclusion of the examination the officer in charge will transmit all papers, under registered cover, to the Superintendent of the Academy for rating and report.

(*c*) In special cases, and when the exigencies of the service will permit, the Chief may in his discretion grant authority to officers eligible for examination to take a preliminary **Refresher Course** at the Academy; but the period occupied by such courses will be charged against the vacation or accrued leave of the officers concerned. Officers permitted to take refresher courses will have the status of student officers while at the Academy. (See pars. 801–803, inc.)

(*d*) Examinations for promotion (and for appointment to cadetships) will be conducted under the direct supervision of an officer of the Academy, or the Provincial Commander or other senior officer designated for the duty. The supervising officer will take adequate measures to prevent the use of books, notes, or other improper or unauthorized aids of any description whatsoever, and to ensure absolute impartiality and equality to all those being examined. Except in extreme emergency no candidate should be permitted to leave the examination room during an examination period, until he has completed and turned in his papers to the supervising officer. Any candidate found using memoranda, books, etc., in violation of these regulations will be at once disqualified, and a report of the circumstances will be submitted to the Adjutant. (See par. 787–b.)

(*e*) When transmitting completed examination papers to the Superintendent of the Academy, the supervising officers will certify, in writing and on honor, that the examinations were conducted with strictness and impartiality, in accordance with the letter and spirit of Constabulary Regulations, and of any specific instructions that may have been enclosed with the sets of questions.

71. Promotion examinations to Major, to Captain and to First Lieutenant will be given in the English language in the following subjects:

(1) **Constabulary Administration and Regulations.** (P. C. Regulations, General Orders and Bulletins).
(2) **Administrative and Constitutional Laws of the Philippines.** (Organic Act and Administrative Code).
(3) **Criminal Law and Procedure.** (Penal Code and Criminal Procedure, G. O. 58 as amended, etc.)

(4) **Military Science and Tactics** (Infantry Drill, Field Service, Musketry, Guard Duties, Mapping and Sketching, etc.).

(5) **Thesis**: a discussion of a subject connected with Constabulary service.

Promotion to First Lieutenant or Captain..... 1,000 to 1,500 words;
Promotion to Major..... 1,500 to 2,400 words.

(6) **General Aptitude and Efficiency**, as indicated by Efficiency and other reports as to the officer's conduct, industry, and physique.

(*a*) The rating for 'General Aptitude and Efficiency,' in the case of Captains, will be awarded by the Chief of Constabulary.

(*b*) The rating for 'General Aptitude and Efficiency' will be awarded by the Board of Examiners, based upon recommendations by the Officer's Provincial and District Commanders in a special report transmitted through the Ajutant of Constabulary marked Confidential. The Provincial Commander should report specifically as to (*a*) General conduct and deportment; (*b*) Industry and integrity; (*c*) Qualities of initiative, good judgment and leadership. A rating should be recommended, on the following basis: 70 to 79, fair; 80 to 84, good; 85 to 89, very good; 90 to 100, excellent.

(*c*) The relative weight for General Aptitude and Efficiency will be 6. For each written subject the weight will be 4.

72. A minimum rating of 65 per cent in each subject, and a general average of not less than 70 per cent, must be obtained in order to qualify.

OATH OF OFFICE

73. All officers will, upon entering the service, be required to take the prescribed **oath of office**, which will be promptly forwarded to the Adjutant for file. Upon appointment to the office of Assistant Chief, or to that of Chief, officers will be required to renew the oath.[5]

[5] Justices of the Peace and Clerks of Courts are required to administer oaths free of charge to officers and employees of the Government in the performance of the official duties of such officers and employees. (Sec. 22, Adm. Code.)

ASSIGNMENT, TRANSFER AND RESIGNATION

74. Officers are assigned to districts or may be transferred from one district to another by the Chief. Assignment of officers to companies may be made by the District Commander.

75. An officer who has received orders transferring him to another province, and who has important cases pending in court or who has received a subpœna to appear as a witness, will report the facts to the District Adjutant and request for instructions. If the transfer is to another district, the report will be made direct to the Adjutant, Manila. (See par. 672.)

76. An officer who succeeds another stands in regard to his duties in the same situation as his predecessor. The officer relieved will turn over to his successor all orders in force at the time, and all unfinished work including criminal cases in course of investigation or awaiting trial.

77. When it is the purpose of an officer to relinquish his commission he should submit to the Adjutant, through channels, a request that his resignation be accepted, stating his reasons in detail. Superior officers through whose hands the request passes will make definite recommendations based upon the merits of the case by indorsement.

ACCRUED AND VACATION LEAVE

78. After not less than two years continuous, faithful, and satisfactory service, commissioned officers are, subject to the exigencies of the service, entitled to thirty days accrued leave of absence with full pay, inclusive of Sundays and holidays, for each year of satisfactory service in the Islands, or abroad if specially detailed. (Act 3374, amending sec. 276, Adm. Code.)

79. In case of change of salary, whether occasioned by transfer from one position to another or to an office newly created, promotion or otherwise, leave and pay shall be

so computed as to correspond with the salaries at which and periods during which such leave and pay were earned, and the same amount of pay shall be allowed as if leave had been taken while the officer was receiving the salary at which it accrued. (Sec. 277, Adm. Code.)

80. Leave shall accrue during authorized absence on leave with pay, and leave so to accrue may be allowed by anticipation at the time leave is granted. (Sec. 278, Adm. Code.)

81 (*a*) If accrued leave is not taken, in whole or in part, as earned, it shall accumulate for five years, after which the person entitled to leave may obtain accrued leave for five years service; but if the requirements of the Bureau or office do not permit of this, such person shall be entitled to collect annually the value of the additional leave not so accumulated. (Sec. 280, Adm. Code, as amended by Act No. 2990.)

(*b*) An employee who has to his credit accrued leave for five years of service shall, to establish his right to the commutation allowed by the law referred to in the preceding paragraph, forward an application for accrued leave, on the usual form and in the usual way, covering the period of leave of which he desires to avail himself.

LEAVE TO GO ABROAD

82. When an officer entitled to accrued leave has served in the Islands for three years or more and has accumulated to his credit the accrued leave allowed for two full years, he may, in the discretion of the Department Head, but not oftener than once in each period of three years, be granted permission to go abroad, with the half pay and travel expense allowances hereinbelow specified:

(*a*) If he is given permission to visit the United States, he shall be allowed, with half pay, in addition to the leave granted, sixty days for the time occupied by him in going to and returning from the United States if he is serving

OFFICE OF THE AUDITOR
MANILA

January 23, 1930

GENERAL CIRCULAR NO. 205
INSTRUCTIONS RELATIVE TO TRAVELING EXPENSES OF OFFICERS AND EMPLOYEES ENROUTE FROM THE UNITED STATES TO MANILA, OR RETURNING FROM LEAVE FROM ANY FOREIGN COUNTRY.

Auditor's General Circular No. 102, as amended by Auditor's General Circulars Nos. 169 and 203 is hereby further amended as follows:

Traveling expenses allowable under the provisions of Sections 287 and 308 of the Administrative Code consist of transportation, subsistence and lodging. The following general rules will be observed in the audit of claims for reimbursement on account of such expenses:

TRANSPORTATION

This expense comprises (1) railway fare, (2) steamship fare, (3) sleeping-car fare, (4) laundry, (5) baggage transfer, (6) cab fare, and (7) tips.

The first 3 items should invariably be supported by receipts. Failure to comply with this requirement may result in the disallowance of all or part of the amount claimed. Porter's checks will be accepted as a voucher for sleeping-car fare.

A flat rate of $10.00 will be allowed to cover laundry charges.

Actual and necessary expenses for transfer of baggage, not to exceed $2.00, United States currency, for such transfer will be allowed in the absence of receipts. Claims in excess thereof ansupported by receipts will not be allowed in audit. Charges for excess baggage, not to exceed 300 pounds will be allowed, but must in every case be supported by receipts. Excess baggage that is not accepted to be shipped as personal baggage may be shipped by freight provided the total of excess personal baggage and excess baggage shipped by freight does not exceed 300 pounds.

Cab fare will be allowed in the amount actually paid not to exceed $2.00, United States currency, for each trip, no receipt being required.

Tips will be allowed in the amount actually paid, not to exceed an average of $0.75, United States currency per day, no receipts being required.

SUBSISTENCE AND LODGING

This expense comprises hotel bills and meals enroute on trains and at restaurants, for which no receipts are required and will be allowed in the following rates:

All persons receiving an annual salary of less than $2,000.00 per annum, $5.00 per day, United States currency.

All persons receiving an annual salary of $2,000.00 but less than $3,000.00, $6.00 a day.

All persons receiving an annual salary of $3,000.00 or more, $10.00 a day.

Wines, cigars, mineral water, baths, barber's charges, extras, and unidentified items on hotel bills will not be allowed in audit.

Attention is invited to the provisions of Sections 287 and 308 of the Administrative Code which require travel by the route and steamer directed. In case an officer or employee elects to travel by an indirect route receipts must be taken for all amounts expended exclusive of tips, and reimbursement will be allowed for so much thereof as represents the necessary cost by the direct route.

In case of travel from the United States via Europe, expenses will be allowed in an amount not to exceed the usual cost of travel via the Pacific; and when returning from leave in the United States, no legal residence therein having been acquired, actual and necessary expenses, from the port of embarkation not to exceed $500.00 will be allowed in audit, as provided in Section 287 of the Administrative Code as amended by Act 3599.

When employees are granted leave with permission to visit in foreign countries or to perform foreign travel, they will be reimbursed for expenses from the port of embarkation nearest the most remote place visited, or if travel is performed by some other route, then in an amount not to exceed the estimated cost from the port nearest the most remote place visited, such reimbursement in no case to exceed $500.00.

Expenses incident to stopovers for the convenience of an officer or employee will not be allowed in audit.

Officers and employees returning from leave, and those traveling under original appointment, will not be allowed expenses in excess of three days between date of arrival at port of embarkation and date of sailing of vessel, unless it is satisfactorily shown that a change has been made in the sailing schedule of the boat to which assigned.

Actual and necessary expenses incident to transhipment at Hongkong will be allowed subject to the limitations herein contained.

(SGD) C. C. HAMMOND
As Insular Auditor.

APPROVED:

(SGD) DWIGHT F. DAVIS
Governor-General.

x x x x x x

"Sec. 287. Leave to go abroad -- Half pay and travel allowance.- When an employee entitled to accrued leave has served in the Islands for three years or more and has accumulated to his credit the accrued leave allowed for two full years, he may, in the discretion of the proper Department Head, but not oftener than once in each period of three years, be granted permission to go abroad, with the half-pay and travel-expense allowances hereinbelow specified:

"(a) If he is given permission to visit the United States, he shall be allowed, with half pay, in addition to the leave granted sixty days for the time occupied by him in going to and returning from the United States if he is serving in Manila, and if serving in the province sixty days plus the actual and necessary time consumed from date of departure from station to date of departure from Manila, and on returning, from date of arrival at Manila to date of arrival at station, such half salary, to be paid on return to duty; if he is granted permission to visit any other country he shall be allowed, under the same conditions and in lieu of the sixty days' half pay above provided, actual and necessary travel time with half pay not exceeding sixty days.

"(b) On the completion of two years of continuous, faithful, and satisfactory service, after returnin to the Islands from such leave of absence to visit the United States, he shall be allowed his travel expense from his place of residence in the United States to Manila if he come by the route and steamer directed, and if returning from any other country or from the United States, not residing therein, he shall be allowed his travel expense to Manila from the port of embarkation in the United States or such other country not exceeding one thousand pesos.

"Subject to the same qualifications, these privileges shall also be accorded to persons going abroad on teacher's leave under section two hundred and seventy-four hereof, and in addition, there shall be accorded to them and to principals, supervisors, and superintendents going on accrued leave, the travel expenses created in section two hundred and sixty-four hereof, subject to the same conditions prescribed therein."

Sec. 2. This Act shall take effect on its approval.

Approved, November 29, 1929.

in Manila, and if serving in the provinces sixty days plus the actual and necessary time consumed from date of departure from station to date of departure from Manila, and on returning, from date of arrival at Manila to date of arrival at station, such half salary to be paid on return to duty; if he is granted permission to visit any other country he shall be allowed, under the same conditions and in lieu of the sixty days half pay above provided, actual and necessary travel time with half pay not exceeding sixty days.

(*b*) On the completion of two years of continuous, faithful, and satisfactory service, after returning to the Islands from such leave of absence to visit the United States, he shall be allowed his travel expense from his place of residence in the United States to Manila if he comes by the route and steamer directed, and if returning from any other country or from the United States, not residing therein, he shall be allowed his travel expense to Manila from the port of embarkation in the United States or such other country not exceeding four hundred pesos. (Sec. 287, Adm. Code.)

83. A claim for the traveling expenses mentioned in the preceding paragraph shall be submitted to the Insular Auditor on General Voucher No. 8 (A) immediately upon the officer's arrival in, or return to, the Islands and assignment to duty. (Sec. 310, Adm. Code.)

84 (*a*) Applications for accrued leave of absence with permission to visit the United States or other foreign countries should be accompanied by a separate communication, requesting transportation by commercial liner at the reduced rates; or by United States Army transport, if desired; and stating whether or not he wishes the Government to advance it. (Secs. 311–312, Adm. Code.)

(*b*) Transportation will not be furnished on Army transports, to persons who are not bona fide members of an officer's family.

85. An officer who has rendered less than three years service and who has not applied for return transportation before leaving the Islands, but who finds it desirable after his arrival in the United States to obtain such transportation, should make application for same to the Chief of the Bureau of Insular Affairs, War Department, Washington, D. C., and it may be provided by that official upon receipt by him from the Chief of Constabulary of a remittance covering the cost of the transportation.

86. The cost of transportation advanced to an officer returning from leave of absence will be deducted from his salary in six monthly instalments, but subject to the provisions of paragraph 82–b. (Sec. 309, Adm. Code.)

87 (*a*) Immediately upon arrival in the United States, officers will communicate with the Chief of the Bureau of Insular Affairs regarding the transportation desired, and all subsequent correspondence relating thereto will be conducted with that official.

(*b*) The Chief of the Bureau of Insular Affairs will be advised of any change in the post-office address of an officer while in the United States, and a copy of each such communication will be furnished the Adjutant.

88. The cost of cable or radio messages necessitated by the failure of an officer to comply with regulations regarding transportation, etc., will be charged against him.

89. No officer shall be dropped from the roll for unexplained absence in the United States until at least forty days after the expiration of the period of absence contemplated by the leave granted.

90. An officer visiting foreign countries, whether on duty or on leave of absence, will avail himself of all proper opportunities to obtain such information as may be useful to the service. He will report the results of his observation to the Adjutant on his return to duty, or sooner if practicable.

91. Officers on leave of absence will at the end of each month advice the Adjutant of any contemplated change of address during the ensuing month. Should the return to

duty of an officer on leave be delayed beyond the authorized period for any reason whatever he will at once communicate with the Adjutant by registered letter, explaining all the circumstances in detail. Absence from duty at station, after expiration of leave, will be without pay.

92. An officer or employee separated from the service for cause, or who commits an act which requires his separation from the service shall not be granted leave or any of the other privileges provided for in the Philippine Civil Service Law. (Civil Service Ruling.)

SUNDRY PROVISIONS OF LEAVE LAW

93. An officer who resigns prior to the completion of two years service is not entitled to accrued leave, half salary, or traveling expenses. (Act 3374, amending sec. 276, Adm. Code.)

94. The salary incident to leave may be in like manner commuted upon the death or separation from the service of any person entitled thereto. (Sec. 289, Adm. Code.)

95. The Secretary of the Interior may, in his discretion, direct the commutation of the salary of an officer granted accrued leave, corresponding to the period of leave granted. (Act 2990, amending sec. 288, Adm. Code.)

96. No officer whose *salary has been commuted shall be permitted to return to duty* before the expiration of the period covered by his leave, unless he first refund to the Government the value of the unused portion of his leave; but the requirement as to the making of such refund may be waived, in the discretion of the Department Head, in the case of an officer separated from the service through lack of work or the abolishment of his position. (Sec. 290, Adm. Code.)

97. An officer on accrued leave who is called upon for temporary duty, or who is subpoenaed to appear as a witness for the Government will be credited with the number of days occupied on such duty including the travel to and from the place where the service is required. (See par. 684–b.)

98. An officer, before going on leave or before receiving commutation for accrued leave of absence, will be re-

quired to submit to the Quartermaster, certified clearances from all officials accountable for funds or property, with which the officer may have been charged at the time of his application.

99. In case of resignation no application for leave shall be considered if not presented within six months after separation from the service. (Sec. 283, Adm. Code.)

100. The salary equivalent of leave earned by a deceased officer shall be paid to the person or persons entitled to receive his estate. (Sec. 282, Adm. Code.)

101. If an officer be killed, or die of injuries received, in line of duty, the Department Head may authorize the payment of three months salary to his widow's dependent child or children. (Sec. 699, Adm. Code.)

102 (*a*) Application for accrued leave of absence will be made on Civil Service Form No. 39, and forwarded through the Provincial Commander to the Adjutant in time to arrive at least two weeks in advance of the effective date of the leave.

(*b*) Provincial commanders, in forwarding applications for accrued leave, will certify as to whether the applicant's service has been faithful and satisfactory.

(*c*) When an officer goes on vacation leave upon the verbal or written authority of the Chief or District Commander, he will immediately upon returning to duty, submit to the Adjutant, the customary application for the entire period of his absence.

103. Before leaving Manila on accrued leave of absence, officers will fill out and return to these headquarters the form furnished by the Adjutant, showing therein date of leaving station, arrival in Manila, etc., and such other information which may be required by regulations.

VACATION LEAVE

104. After at least six months continuous, faithful, and satisfactory service, the Governor-General or proper head of department may, in his discretion, grant to each officer

entitled to accrued leave, in addition to such accrued leave, twelve days vacation leave of absence with full pay, inclusive of Sundays and holidays, for each calendar year of service. (Act 3374, amending sec. 284, Adm. Code.)

105. Vacation leave must be taken within the calendar year in which it is earned. The vacation leave, allowable for one year of service may be granted in conjunction with accrued leave granted. In case of resignation, vacation leave shall not be allowed in addition to accrued leave. (Sec. 286, Adm. Code.)

106 (*a*) All absence from duty or station which is not on official business, such as absence or for the purpose of taking examination for promotion, shall be charged against the vacation leave of the officer concerned, who shall at once forward application therefor on Civil Service Form No. 55.

(*b*) Absence on account of illness or other causes shall be charged first against vacation leave and then against accrued leave, until both are exhausted, when further absence will be without pay. (Sec. 292, Adm. Code.)

107 (*a*) If absence from duty on account of wounds or injuries incurred in the performance of duty extend beyond the vacation leave to the officers' credit, the Governor-General or the Secretary of the Department may direct that such absence, not to exceed six months, shall be on full pay. (Sec. 699, Adm. Code.)

(*b*) Application for leave of absence on account of wounds or injuries incurred in the performance of duty, extending beyond the vacation leave, must be made on the form for vacation leave, supported by medical certificate on Civil Service Form No. 41, and other evidence showing that the wounds or injuries were incurred in the performance of duty.

108. Immediately upon return to duty, an application to cover the exact period of absence will be forwarded, payment for which will be withheld until the application is approved by the Director of Civil Service. (See par. 664–c.)

109. Payment of salary to an officer for any absence during his first six months of service properly chargeable to vacation leave, or during his first two years of service properly chargeable to accrued leave, shall be withheld until such leave may properly be taken under the law, but in case of absence due to illness, the Governor-General or the Secretary of the Interior may, upon a doctor's certificate, direct that payment for such absence be not withheld if not in excess of the vacation and accrued leave due. (Sec. 293, Adm. Code.)

110. Officers stationed in provinces who desire to take vacation leave shall apply to the District Adjutant, through their respective Provincial Commanders, for permission to do so, and the District Commander is authorized to grant such leave within the district.

EFFICIENCY REPORTS AND EFFICIENCY BOARD

111. Efficiency Reports will be submitted at the close of each calendar year:

(*a*) **By District Commanders.**—For all Inspectors, Provincial Commanders, and other officers serving in their respective Districts not assigned to a province.

(*b*) **By the Chief of Staff, Superintendent of the Constabulary Academy, the Commanding Officer of Manila Garrison, the Quartermaster, and the Superintendent of the Intelligence Division.**—For all officers serving under their immediate direction or commands.

(*c*) **By Provincial Commanders.**—For all line officers on duty in their respective provinces not included in subparagraphs (*a*) and (*b*) above, through the District Commander.

(*d*) **By the Chief Surgeon.**—For Medical Officers and Dental Surgeons on duty at Headquarters, Manila.

District Commanders will transmit efficiency reports on Medical Officers and Dental Surgeons in their districts, through the Chief Surgeon.

(*e*) **Efficiency Reports in the case of Assistant Chiefs,** when required, are made by the Chief and remain in his custody.

112. Efficiency Reports will be submitted in the following instances:

(*a*) When an officer is relieved or transferred from one jurisdiction to another, or when he avails himself of accrued leave.

(*b*) When an officer whose duty it is to render efficiency reports is relieved or transferred.

113. Efficiency Reports will be forwarded to the Adjutant through channels. Every officer through whose hands an efficiency report passes will indorse thereon such remarks as he may deem appropriate. Efficiency reports will be treated as confidential.

114 (*a*) An **Efficiency Board** composed of five or more Field Officers (one of whom may be a Medical Officer) will, from time to time, be appointed by the Chief to inquire into and report upon the personal records and efficiency of particular officers. The conclusions of the Board will constitute a basis (1) for determining the qualifications of officers for promotion either by virtue of their seniority, or because of their special aptitude and efficiency; or (2) for determining their competence and suitability to fill staff or other positions of special responsibility; or (3) for requiring their separation from the service in the public interest, for reasons of confirmed incompetence, unreliability, indolence or other failings or delinquencies.

(*b*) Reports, when completed, (including dissenting opinions) will be submitted to the Chief by the Adjutant, who will be *ex-officio Recorder* of the Board. (Sec. 842, Adm. Code.)

115 (*a*) In the preparation of **Efficiency Reports,** absolute impartiality shall be observed and the greatest care taken to set forth all facts concerning the officer and his record which may aid the Chief to form a true estimate of his standing, ability, character, and special fitness for Constabulary duty. Marked proficiency or aptitude in a certain class of duty will be included in the report.

(*b*) Provincial Commanders will note under remarks, the general average obtained at monthly target practice

during the period covered by the report. The average will be obtained by dividing the aggregate scores made by the number of times one has fired including all extra practice.

(*c*) Officers reporting on the efficiency of their subalterns will not refer to the latter with "names," "objectionable characterization," or redicule.

116. The Quartermaster will at the end of each year, furnish the Adjutant a list of all officers who have committed five (5) or more errors in their accounts during the year.

117. Attempts on the part of officers or other members of the service to obtain favorable consideration in connection with promotions, assignment, etc., by means of political or other outside influence are forbidden. If resorted to, such application will be regarded as an admission that an officer's case possesses no intrinsic merit, and it will be filed with his efficiency report to his detriment.

118. Copies of reports unfavorable to an officer will be referred to him by the Chief for remark which, when received, will be filed with his personal record.

DEATH REPORT

119. Upon the death of an officer, telegraphic report thereof will be made to the Adjutant, stating:

(*a*) Name of deceased.
(*b*) Rank and assignment.
(*c*) Date, hour, and cause of death.
(*d*) Name of attending physician.
(*e*) Name and address of nearest living relative or other person to be notified; and whether or not body has been or will be burried, or embalmed.

120. As soon as practicable, a written report in triplicate will be forwarded to the Adjutant, through the Chief Surgeon, giving the following information, using the numbers here used without repeating the questions:

1. **Full name and nationality of deceased.**
2. **Rank or grade.**
3. **Position or assignment held by him at time of death.**
4. **Cause of death.** (State in medical terms, with such explanations as may be advisable.)

5. **Date of death.**

6. **Hour of death.**

7. **Name of barrio and town** (or city) wherein it occured.

8. **Name of hospital or other institution or building.**

9. **Name of attending Surgeon with address.**

10. **Names of at least two competent witnesses** who would be able to certify to the fact of death if called upon in support of a claim for life insurance, giving their residence and mail address.

11. **The name of the cemetery and number of the grave,** or other means of identification in which the remains are interred. If not buried in a cemetery state fully the disposition made of the remains.

12. **The name and address of nearest surviving relative** or other person to be notified in case of death. If this information shall not have been obtained from the deceased, the names and addresses of persons at his home in the United States or elsewhere with whom he had recently been in correspondence will be given.

13. **The amount of pay due the deceased at time of death.**

14. **The amount of vacation leave enjoyed** by him during the calendar year and not previously reported.

15. **Absence of the deceased from duty** on account of sickness, wounds or injuries immediately preceding death, and the exact date on which he ceased to perform duty.

16. **Any other information** concerning his official or personal accounts that might be of service in settling them.

17. Was he a Disbursing Officer? If so, was paragraph 417 complied with?

18. **Inventory of the personal estate** of the deceased, showing as nearly as possible the actual present value of each article.

19. **Inventory of real estate** owned by the deceased and all available information possible concerning it.

20. **Disposition of his personal property,** including jewelry and any other articles having a possible sentimental value which would cause them to be especially prized by the heirs of the deceased.

21. **Was a will found?** If so, what disposition was made of it?

22. **Was the deceased married?** If so, name and nationality of wife and number of children.

121. Unless the personal property or effects of the deceased be found in the actual possession of a responsible member of his family, they will be immediately collected, securely packed, and shipped to the Quartermaster at Manila.

122. Officers who die in active service will be buried with military honors unless the family desires otherwise. In

either case the following amounts are authorized for burial expenses:

Brigadier General	₱250.00
Colonel	200.00
Lieutenant Colonel	175.00
Major	150.00
Captain	125.00
Lieutenant	100.00

(For Funeral Escort, see pars. 310–311.)

Article VIII.—ENLISTED SERVICE

123 (*a*) The enlisted service is classified in the following grades:

(1) **Sergeant Major.**
(2) **Staff Sergeant.**
(3) **First Sergeant.**
(4) **Sergeant.**
(5) **Corporal.**
(6) **Lance Corporal.**
(7) **Private.**

(*b*) The relative rank in each grade is determined by the date of warrant or appointment. (See par. 60.)

124. A sergeant to be eligible for appointment to the Constabulary Academy as a cadet must be single, between 21 and 31 years of age, of good moral character both before and after enlistment, and must have served honorably in the Constabulary for at least two years. He may be admitted to examination only upon an application approved by the Chief. The application will be forwarded through channels and each officer through whose hands it passes will indorse thereon a definite recommendation as to the applicant's character, mental and personal qualifications, and general fitness. The examination will be as prescribed in paragraph 788.

125. Careful inquiry will be made concerning the antecedents, personal habits and moral character of each applicant, who will be required to submit recommendations from at least three reputable persons. Candidates will not be graded under this head, but those whose habits, associations, or personality are not considered satisfactory, will be rejected as unsuitable for appointment.

SERGEANT MAJOR AND STAFF SERGEANT

126 (*a*) Sergeant Majors and Staff Sergeants are appointed from the grade of sergeant by the Chief.

(*b*) The duties of Sergeant Majors and Staff Sergeants are varied and important. Besides being familiar with infantry drill and guard regulations, secret-service work, etc., they are expected to acquaint themselves with phases of office work so that Provincial Commanders and Disbursing Officers may depend upon them for thoroughness and accuracy. This involves responsibility which calls for bright men, those who have some education, and experience gained after years of service in the line. Sergeant Major and Staff Sergeant's examination will not be given to enlisted men other than sergeants.

127 (*a*) Sergeants desiring appointment as Sergeant Majors or Staff Sergeants will apply, through channels, to the Chief for examination.

(*b*) Each candidate for appointment as Sergeant Majors or Staff Sergeants will be examined in the following:

No.	Subject	Relative weight
1	Composition (English), including spelling, punctuation, and penmanship	2
2	Elementary arithmetic	3
3	The preparation of Constabulary reports, returns, voucher, etc	5
4	General knowledge, including geography and history of the Philippines	4
5	Conduct, physique and appearance, military aptitude, general industry and ability	5

(*c*) No candidate will be eligible for appointment who fails to obtain a minimum of 65 per cent in each of the above-named subjects and a general average of at least 70 per cent. (For computation, see par. 788.)

PROMOTION AND REDUCTION OF NONCOMMISSIONED OFFICER'S GRADE IN THE LINE

128 (*a*) Promotions of enlisted men of the line in the noncommissioned grades below that of Staff Sergeant will be made by District Commanders, from lists of eligibles furnished him by Company Commanders through regular

hannels. Such lists will contain the following informa-ion:

Name, age, and length of service of all privates; 2 lance orporals, 2 corporals and 2 sergeants who are considered to e in all respects deserving and qualified for promotion to the next higher grade. The qualifications of each, with espect to educational attainments, military aptitude, con-uct, and physique and bearing will be briefly indicated.

(*b*) These lists will be kept on file at District Headquar-ers, and will form the basis for promotions as vacancies n the several grades occur. Inspecting Officers, when visiting stations, should scrutinize these lists and satisfy themselves that only the names of soldierly, industrious and reliable men are included, and that the recommendations have been made with impartiality and justice. Should an Inspecting Officer detect any tendency on the part of a Company Commander to undue favoritism he will report the matter to his District Commander.

(*c*) Eligible lists will be revised on January 1st and July 1st of each year, and at other times when the exigencies of the service so demand.

(*d*) Promotions of enlisted men of General Service units under the direct control of Headquarters will be made in the same manner by the Chief of staff.

129. No private will be recommended for appointment to the grade of corporal who has not served the preceding six months in the company excluding special duty details.

130 (*a*) Provincial Commanders are authorized to promote not exceeding two privates to the grade of lance corporal in each company within his command, upon recommendation of the respective Company Commanders. Lance corporals will have the status of noncommissioned officers, without additional pay. They will rank next below the corporals, and will be given preference for promotion to the higher grade as vacancies occur.

(*b*) Lance corporals will be selected from the more intelligent and industrious privates of good conduct, with a view to affording them opportunities to exercise authority

and to become conversant with the more responsible duties of noncommissioned officers. Company and Provincial Commanders will therefore satisfy themselves, before recommending or promoting privates, that the men to be selected are in all respects qualified to fulfill the duties of the higher grade.

131. The candidates for noncommissioned officers will be carefully selected as provided in paragraph 128, instructed thoroughly and always supported by Company Commanders in the proper performance of their duties.

132. Each noncommissioned officer will be issued a warrant of appointment. Warrants will not be renewed in case of reënlistment in the same company if the reënlistment be made the next day after discharge. Each reënlisment thus made will be noted on the warrant by the Company Commander.

133. First sergeants may, for cause or upon their own request in writing, be returned to duty as sergeants by the order of the Chief, or by the District Commander of the District in which they are serving subject to confirmation by the Chief.

134. Noncommissioned officers reduced to the grade of privates by sentence of Summary Court shall not be advanced within six months from the date of such sentence. (Sec. 853, Adm. Code.)

135. Noncommissioned officers, including permanent lance corporals, will not be reduced, except by order of the Chief or of the District Commander of the District in which the noncommissioned officer is serving.

136 (*a*) In case of bad character or continuously unsatisfactory service, a noncommissioned officer may be discharged from the service, but not reduced under paragraph 164–b–2, except only after a personal investigation by the Chief, District Commander, or Inspector, at which time the man will be given a hearing.

(*b*) Noncommissioned officers may also be discharged without reduction under the provisions of paragraph 164–b–3.

ENLISTMENT

137. Any male citizen of the Philippine Islands (sec. 844, Adm. Code.) who has taken the oath of allegiance to the United States (sec. 23, Adm. Code); between 18 and 35 years of age; able-bodied; free from disease; of good moral character and habits; of average intelligence; and possessed of such educational attainments as may be prescribed from time to time in orders, may be enlisted under the restrictions contained hereinafter. (For enlistment in the Medical Division, see pars. 740 and 741.)

138. Enlistments will be for a term of three years (sec. 847, Adm. Code), and may be made by Provincial Commanders, or other officers when specially detailed by the Chief for that purpose.

139. Minors between 18 and 21 years of age may be enlisted only with the written consent of the father, the mother when she is the only surviving parent, or the publicly known guardian, expressed in the following terms:

CONSENT IN CASE OF MINOR

I, ..., do certify that I am the ..... of .....; that the said ..... is ..... years of age; and that I do hereby freely give my consent to his enlisting as a soldier in the Constabulary for the period of three years.

Given at ....., this ..... day of ....., 192....

.....

Witness: *(Signature)*

.....

140. Majority is attained at the age of 21 years. A legally emancipated minor is, however, qualified to control his person. Emancipation takes place upon the marriage of a minor; upon attaining majority; by concession of father (or mother, if no father) granted in writing, certified to by a notary public or by a justice of the peace.

141. The enlistment of men over the age of 35 years will be made only upon the authority of the Chief, or of the District Commander of the district in which the enlistment is to be made.

142. The following table will be used in determining the inimum weights and chest measurements:

G.O. 17, s. 1930

Height	Weight	Chest measurement, normal
Centimeters.	*Kilos.*	*Centimeters.*
160	47–½	75
163	49–½	76–½
165	50	76–½
168	51	77
170	53	77–½
173	54–½	79

143. The visual requirements for enlistment in the line are a minimum of 20/20 vision for each eye with normal color sense; for the medical and supply division a minimum of 20/70 in both eyes, corrected to 20/20. Color blindness, red, green, or violet will be cause for rejection. On reënlistment in the line no man should be accepted, unless by special permission, whose visual acuity falls below 20/40 for the left eye and 20/30 for the right eye. Other causes for rejection will be the presence of any structural changes or inflammatory condition of the eye ball or its adnexa, such as might lead to impairment of vision later. The visual requirements for applicants for commissions, are a minimum of 20/40 in one eye and 20/50 in the other capable of correction in each to 20/20, and a normal color sense. All tests should be made by the standard chart issued by the Chief Surgeon. (See par. 776.)

144. To determine an applicant's aptitude and fitness for the service, he may, after having been fully informed of the nature of the service, its period, pay and allowances to which an enlisted man is entitled, be retained and rationed not to exceed six days before being finally enlisted or rejected. Men so retained will be known as **Recruits on Probation.**

145. Enlistments for service in a given province will generally be made from among the residents thereof.

However, upon authority of the Chief or District Commander, recruits may be enlisted from other provinces when the necessary quota of desirable men can not be otherwise obtained at the rates of pay authorized.

146. The enlistment of the following persons is prohibited:

(*a*) Deserters, or men who have been dishonorably discharged, whether from the Constabulary or from the military or naval forces of the United States;

(*b*) Men whose former service was not honest and faithful;

(*c*) Men who have been previously discharged for physical disability or as unsuited to the service;

(*d*) Men with criminal records;

(*e*) Insane or intoxicated men;

(*f*) Men who are known to have broken a labor contract or agreement within three years and who remain in debt to the labor contractor or employer for money, transportation, supplies or other valuables advanced, exclusive of the interest thereon;

(*g*) Contractors or employers of labor who have broken contracts with their employees within three years;

(*h*) And members of the United States Army Reserve.

147. No man will be induced to enlist by false representation; and any person who enlists in the Constabulary under an assumed name, or upon enlisting makes any other willfully and intentionally false representation as to his nationality, age, parents, guardian, or previous military service, is guilty of fraudulent enlistment and may be punished by imprisonment for a term of six months, or by a fine not exceeding five hundred pesos, or by both. (Sec. 2682, Adm. Code.)

148 (*a*) All applicants for enlistment or reënlistment will be examined physically by a medical officer. If such officer be not available, applicants will be examined by an Army surgeon or other duly qualified physician at a charge of not to exceed ₱2 for each applicant. At remote places where no qualified physician can be found to make the ex-

amination, Company Commanders are authorized to make enlistments, reporting the circumstances to the Chief or District Commander by letter in order that a Medical Officer may be sent as soon as practicable. In all cases of original enlistment without previous medical examination, and in all cases of reënlistment not made on the date following discharge, if the surgeon making the subsequent examination reject the man as being physically unfit for the duties of a soldier and recommend his discharge, the burden of proof that his disability was contracted in line of duty shall rest with the man.

(*b*) The order for his discharge will, subject to the provisions of paragraph 173, specify the nature of his disability, and state that he is not entitled to the benefit of the Pension and Retirement Fund.

149. One copy only of enlistment papers will be prepared if the physical examination be made before enlistment, which copy will be forwarded immediately and directly to the Adjutant, accompanied by a duly accomplished Constabulary finger print card. If enlistment be made without a previous physical examination because of the lack of a competent physician, enlistment papers will be prepared in duplicate. The duplicate copy will be forwarded immediately and directly to the Adjutant; the original copy will be retained until the physical examination shall have been made and the surgeon's certificate completed, when it will be forwarded to the Adjutant to replace the duplicate copy previously sent. (For filing of Finger Print Card, see par. 709.)

150. Oaths of enlistment must be taken before a Justice of the Peace or some other duly authorized official who is required by law to render such service free of charge. Summary Court Officers are not authorized by law to administer oaths of enlistment.

151. Before forwarding enlistment papers to the Adjutant, a descriptive record will be made for the Company or Detachment files and in the case of enlisted men of the Medical Division, a copy of said descriptive record will immediately be furnished the Chief Surgeon. (See par. 741.)

REËNLISTMENT

152. Any enlisted man who shall have served one or more enlistments must, upon his application therefore, be reënlisted if he meets the requirements, age excepted, imposed in the case of original enlistments. If the Company Commander considers that his previous service has been unsatisfactory, the man will be so informed one month before the expiration of his term of enlistment and will be permitted to appeal against the opinion of the Company Commander through the Provincial Commander to the District Commander, whose decision will be final. The enlisting officer will note plainly on the face of the last discharge, the fact that the man has been reënlisted and the date of such reënlistment, and no officer will reënlist a man presenting a discharge bearing this notation unless a subsequent discharge be also presented.

153. Men of all grades who reënlist, or shall have reënlisted within two months after date of discharge, provided discharge was by reason of expiration of term of enlistment, shall receive ₱2 per month additional pay for their first reënlistment, and ₱1 per month additional pay for their second, and each subsequent reënlistment; that is, a man serving in his third enlistment (second reënlistment) shall receive ₱3 extra; ₱2 for the first reënlistment and ₱1 for the second reënlistment, etc. Reënlistment pay which shall have once accrued is payable upon reënlistment at any time (Sec. 847, Adm. Code.)

154. Privates who reënlist after two months from date of discharge will be entitled to the pay and allowances they were receiving, or which they might have received in the same grade during their previous enlistment.

155. Noncommissioned officers who reënlist on the day following discharge may have their warrants continued in force. Noncommissioned officers who do not reënlist on the day following discharge may subsequently be reënlisted only as privates.

156. Enlisted men of good character and faithful service, who, at the expiration of their term of service, are under-

going treatment for injuries received, or for disease contracted, incident to the service, may be reënlisted, and, if the disability prove permanent, they may be retired, subject to the provisions of paragraphs 1054 and 1055. (See par. 171.)

FURLOUGH

157. Furlough for a period of 30 days to be taken at one time or at different times may be granted by Company or Detachment Commanders to men who reënlist on the day following their discharge, provided that a soldier desiring to travel beyond the limits of the province in which he is serving will first obtain the approval of the Provincial Commander. (See par. 404–*c*.)

158 (*a*) Provincial Commanders are authorized to grant furloughs at any time to enlisted men in their respective provinces for a period not exceeding seven days. Furloughs for a longer period may be granted only upon the approval of the Chief or District Commander of the District in which the applicant is serving. Applications for furlough under the provision of this paragraph must be forwarded through channels.

(*b*) The number of enlisted men furloughed from any company, at any one time, shall not exceed five per centum of the actual enlisted strength of the company.

(*c*) Enlisted men on furlough or leave will not take with them their arms, accouterments, or other public property.

159 (*a*) If granted furlough in compliance with paragraph 157, the soldier's return transportation to his station will be at his own expense, except that if the station be changed while he is on furlough, he will be allowed reimbursement of cost of transportation for the excess distance between the old and new station.

(*b*) An enlisted man on furlough unable to return to his station due to lack of funds will report to the nearest Constabulary Station. Return transportation will be furnished him and a report will be forwarded to the Quartermaster, who will arrange for the cost of such transportation to be

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deducted from the man's pay. (For cash ration during furlough, see par. 847.)

TRANSFER OF ENLISTED MEN

160. Transfer of enlisted men from one company or province to another will be made by the Chief or if the transfer to be made is within the district, by the District Commander. (See par. 949.)

161 (*a*) Requests of enlisted men for transfer from one province or company to another will be discouraged. Except in exceptional cases, such request will be disapproved.

(*b*) Requests by enlisted men of the Medical Division for transfer to the line will not be entertained unless they have been favorably passed upon by the Provincial Commander and by the District Surgeon.

162 (*a*) Transfers will take effect on the date of the receipt of the order at the station where the man may be serving. His descriptive record and account of pay and clothing corrected to that date will be mailed to his new Company Commander.

(*b*) If an enlisted man who is transferred is in debt for clothing or lost property, paragraph 567 will be complied with.

163. The following is the authorized allowance of baggage for enlisted men, which will be shipped by freight at public expense, upon changing station under orders:

(*a*) Noncommissioned staff—700 kilos.

(*b*) Other enlisted men—300 kilos.

(Sec. 297, Adm. Code.)

HONORABLE DISCHARGE

164 (*a*) An enlisted man will be honorably discharged at the expiration of the term of enlistment, except as provided for in paragraph 152.

(*b*) An enlisted man may be honorably discharged by order of the Chief, or of the District Commander of the District in which the man is serving in the following cases:

(1) Upon the man's written application, for good and sufficient reasons;

(2) For reasons of unsuitability for Constabulary service;

(3) For physical or mental disability not contracted in line of duty. Noncommissioned officers discharged under the provisions of this paragraph will not be reduced.

(*c*) Physical or mental disability not contracted in line of duty constitutes a separate and distinct cause for discharge, while unsuitability to the service is another, and covers the case of men whose conduct as to honesty or morality is such that while the evidence against them is meager or general, it is such as to cause them to forfeit the confidence and trust reposed in them; or cases where men are childish and undependable or are constantly discontented and troublesome to their superiors.

165. The following information will be furnished by officers recommending the transfer or discharge of an enlisted man: (*a*) Enlistment in which serving; (*b*) date of present enlistment; (*c*) by whom enlisted; (*d*) physical condition at enlistment; (*e*) medical examiner at enlistment; (*f*) trials by Summary Court; (*g*) clothing allowance due soldier; (*h*) length of time under observation of officer making recommendation; (*i*) specific reasons for making recommendation.

166. When an enlisted man is discharged by reason of expiration of the term of enlistment, his discharge takes effect on the last day thereof; that is, if enlisted on the second day of the month, his term of enlistment expires on the first day of the same month.

167. If an enlisted man be discharged while absent from his company, a complete descriptive record giving the date, place, cause, and the character given on the discharge certificate, will be sent by the officer giving the discharge to the man's Company Commander.

168 (*a*) Enlisted men will not be retained in the service after the expiration of their term of enlistment unless at that date they be absent on field service and it is impossible

to discharge them. In such cases they will be discharged as soon as practicable explaining reason for delay on the discharge certificate.

(*b*) If the enlisted man be not reënlisted, he should be paid for the entire period of his actual service.

169. Upon discharge from the service, an enlisted man will be given a certificate of discharge signed by his Company Commander, noting thereon whether the man concerned is entitled to transportation from place of discharge to original place of enlistment.

170. Upon honorable discharge, except by favor, an enlisted man is entitled to transportation from the place of discharge to the place of any previous enlistment to which he has not yet been furnished transportation.

171. If at the expiration of his term of enlistment an enlisted man be suffering from a disease unfitting him for active service, he will be discharged and any claim for pension will be promptly submitted. If the disease were presumably contracted in line of duty the Company Commander will aid the enlisted man in presenting his claim. (See pars. 156, 1056–1057.)

172. An enlisted man incapacitated for service by reason of disease, presumably contracted in line of duty, is not a subject for discharge until the Pension Board shall have acted upon his case, except by expiration of term of enlistment.

173. (*a*) Except as provided in par. 164–b–3 if a man at the date of discharge be suffering from a disability, whether incurred in line of duty or not, which may form the basis for a claim for pension, an examination will be made by a Constabulary Medical Inspector, and a report submitted by him to the Adjutant describing particularly the alleged disability, wound, or disease, the extent to which it deprives the soldier of the use of any limb or faculty, or affects his health, strength, activity, constitution, or capacity for labor. (Par. 1057.)

(*b*) If such disability were incurred in line of duty and the soldier declined treatment for the relief thereof

where treatment was directed, that fact will be set forth in the report for the information of the Pension Board. If there be conflict between the statements or opinions of Company Commanders and Medical or other Officers as to whether or not the disability were incurred in line of duty, Provincial Commanders will harmonize the statements before forwarding the report to the Adjutant.

174 (*a*) Enlisted men with less than three years of continuous service who shall have been declared by a Medical Inspector to be suffering from tuberculosis, will be discharged by the Chief or District Commander of his district, at the expiration of one month's furlough, or at the expiration of term of enlistment, if this date be prior to termination of the furlough. Orders granting the furlough will also direct the discharge for disability on account of tuberculosis presumably not contracted in line of duty.

(*b*) Enlisted men discharged under the above provisions will be permitted to submit an application for pension, but incontestable proof must be shown that the disease was contracted during and because of the performance of some particular Constabulary duty during the period of enlistment.

DISHONORABLE DISCHARGE

175 (*a*) An enlisted man may be **dishonorably discharged** in two cases only specified by law:

(1) **By order of the Chief, or by order of the District Commander** of the District in which the enlisted man is serving, after a third conviction by a Summary Court within one year, as provided in paragraph 246.

(2) **By order of the Chief, after conviction by a Civil Court.**

(*b*) Orders directing the dishonorable discharge of an enlisted man will also provide for forfeiture of all pay and allowances due or that may become due excepting a sufficient sum to meet any existing liability to the Government.

176 (*a*) An enlisted man who at the date of expiration of his term of enlistment is serving a sentence of confinement awarded by a Summary Court must complete his sen-

tence before being released. On the last day of the man's enlistment his discharge will be made out and will be held and given to him when he finishes serving his sentence.

(*b*) All pay and allowances which may accrue during such service of sentence within the term of enlistment less any amount due to government will be forfeited to the Pension and Retirement Fund as provided for in paragraphs 1049–b and 175–b. (See par. 267.)

177. If an enlisted man be held in confinement, under the provisions of sections 851 and 864, Administrative Code, upon the date of expiration of his service, he will be given his discharge and will be turned over to the proper authorities.

FINAL STATEMENTS AND CLOTHING OF DISCHARGED ENLISTED MEN

178 (*a*) When an enlisted man is discharged his Company or Unit Commander will furnish him with a final statement in duplicate except in the case of forfeiture of all pay and allowances, when full information will be stated on the next pay roll to insure credit to the Pension and Retirement Fund of the amount forfeited. (Lack of blank forms will not constitute a valid reason for failure to furnish final statements on date of discharge. If no forms be on hand, they will be made.) (See par. 561.)

(*b*) Deduction on account of Pension and Retirement Fund will also be made on the final statements. (See par. 1049.)

179. When an enlisted man, upon being discharged, fails to reënlist on the day following his discharge, all hats, clothing, buttons, and ornaments distinctive of the uniform of a Constabulary soldier in his possession will at once be taken up by his Company or Detachment Commander. But this regulation will not apply to enlisted men honorably retired after twenty or more years of service. (See par. 320.)

180. The serviceable articles of uniform of a discharged soldier who fails to reënlist will be taken up on P. C. Form No. 39 as *mess property* without value. Unserviceable articles will at once be destroyed, provided that if a man who

shall have been honorably discharged express his intention in writing to reënlist, his serviceable clothing will be held in storage for him; but if he fail to reënlist within two months after discharge he will forfeit his claim to such clothing.

181. All hats, blouses, buttons and collar ornaments, distinctive of the uniform of a Constabulary soldier, taken up from discharged enlisted men in accordance with the provisions of par. 179 will be held, subject to the approval of the Provincial Commander, for reissue to recruits whose initial clothing allowance is inadequate, or to other enlisted men for the replacement of articles destroyed or worn out due to unusual or arduous service. A separate clothing schedule should be prepared to account for this clothing with a notation, **Mess Property.**

182 (*a*) When clothing is taken up from a discharged enlisted man a statement will be prepared in duplicate showing:

(1) **The clothing taken up.**
(2) **The clothing destroyed.**
(3) **The clothing retained by the man discharged.**

(*b*) Both copies of this statement will be signed by the man discharged, after which one copy will be attached to the voucher, P. C. Form No. 39, on which the serviceable articles are taken up. The other copy together with the man's clothing card will be filed with his descriptive record.

183. The provisions of the two preceding paragraphs as to clothing taken up, destroyed or retained by discharged enlisted men, apply in cases of dishonorable discharge.

DESERTION

184. An enlisted man who absents himself without authority for a period exceeding ten days will be treated as a deserter. After the expiration of ten days, he will be dropped from the records as a deserter and so reported on the next succeeding quarterly return. Upon being so dropped his Commanding Officer will make a special report of the case through channels, to the Adjutant. An

investigation will be made to ascertain whether or not he has lost or abstracted any articles of Government property. (For settlement of account, see par. 466.)

185. Upon the surrender or apprehension of a deserter, report of that fact will be made to the Adjutant through channels, and such steps as may be ordered by the Chief or by the District Commander concerned will be taken by the proper officers to bring the man to trial under section 2688, Administrative Code.

186. A reward of ₱25 is authorized for the apprehension of any deserter from the Constabulary. (For payment, see par. 485.)

DEATH OF ENLISTED MEN

187. Upon the death of an enlisted man, the officer commanding will render to the Adjutant through intermediary channels and the Chief Surgeon a report in duplicate stating therein whether or not the death occurred in line of duty. The certificate of the attending physician as to the cause of death will be attached to the report.

188. When an enlisted man dies, his final statements will be prepared in triplicate. The triplicate copy will be disposed of as provided in paragraph 190 and the other two copies together with a copy of the letter of notification of his death to his nearest relative will be forwarded to the Quartermaster who will settle the estate in accordance with the provisions of section 262, Administrative Code.

189. Upon the death of an enlisted man, all of his clothing will be immediately collected by his Company or Detachment Commander. Hats, blouses, buttons and collar ornaments, distinctive of uniform of a Constabulary soldier, will be disposed of in the manner prescribed in paragraph 179 for similar articles relinquished by discharged soldiers. The remaining articles will be held as personal effects of the deceased soldier to be delivered to his heirs as provided in paragraphs 191 and 192.

190. The Company or Detachment Commander will secure the effects of a deceased man, prepare an inventory thereof in triplicate, and notify the nearest relative through

the Provincial Commander, furnishing him or her a copy of the inventory and a copy of the final statement as mentioned in paragraph 178. The original copy of the inventory will be forwarded direct to the Adjutant, and the duplicate will be filed with the company records.

191. The effects of a deceased enlisted man will be held by his Company Commander, pending designation of the person entitled thereto in accordance with the provisions of section 262 of the Administrative Code, after which they will be delivered to said person or sold at auction as he may direct.

192. The Provincial Commander, in transmitting to the nearest relative the letter of notification, will advise him or her to submit to the Quartermaster a formal claim for the estate of the deceased and assist, if necessary, in preparing the claim. The order of relative heirship prescribed by law (Chapter 4, Title 3, Book 3 of the Civil Code) is as follows:

(1) Legitimate children in equal shares and grand children per stirpes.

(2) Father and mother in equal shares, provided, that if only one of the parents survives, he or she shall receive all.

(3) Acknowledged natural children in equal shares.

(4) Brothers and sisters in equal shares.

(5) The widow unless divorced; provided, that if the deceased be survived by a widow, one-half will be paid to her under the provisions of article 1426 of the Civil Code; and if the children be all minors, the other half may also be paid to her as guardian of the children; provided further, that the above rules shall apply alike to the partitioning of all money due to the estate by the Government or derived from the sale of personal effects of the deceased.

193 (*a*) A claim submitted by the widow must be supported by an official copy of her marriage certificate if she possess one, her own affidavit, and affidavits from at least two disinterested parties. A claim submitted by any other relative must be supported by affidavits in a like manner, but they must definitely exclude all possible relatives of a higher degree of relationship; for instance, a claim submitted by a sole brother must show in the supporting affidavit that the deceased is not survived by a widow, child

or children, father, mother, nor by any brother or sister except himself.

(*b*) Claims submitted on the estate of deceased enlisted men by persons other than the children must submit proof that there are no children or relatives possessing a superior claim.

194 (*a*) In addition to what may be due to a deceased enlisted man on his final statement, if he be killed or die of injuries received in line of duty, the Department Head may, under the provisions of section 699 of the Administrative Code, authorize the payment of three months' salary to the widow or dependent child or children.

(*b*) Provincial Commanders and other officers who may be called upon to settle the affairs of a deceased enlisted man whose death shall have been caused in line of duty, will, if he be survived by a widow or dependent child or children, advise them of their right to request for three months salary. This right does not pertain to relatives other than those mentioned in this paragraph.

195. If the deceased enlisted man owe for clothing or for property lost, a clothing schedule or statement of charges will be attached to the original copy of the final statement and forwarded to the Quartermaster. (See pars. 530 and 561.)

196. If the heirs of a deceased enlisted man be not located within a reasonable time his personal effects will be sold and the proceeds will be taken up on an official receipt and deposited in the Insular Treasury to the credit of the estate subject to any future claim that may be made against it by the legal beneficiary of the estate.

197. The remains of a deceased enlisted man, if desired by relatives, will be turned over to them, unless the Company or Detachment Commander deem it proper and necessary for some special reason to bury the body at the place of death.

198. An expenditure not exceeding ₱35 is authorized for the burial of an enlisted man. This amount includes all expenses for funeral and burial, including fees to a priest,

employment of a band, and the purchase of a coffin. For funeral ceremonies, see Article X—**Honors, Courtesies and Ceremonies.**

199. Provincial and Company Commanders will keep a compiled list showing names of deceased members of the Constabulary with date of death and place of burial.

Article IX.—DISCIPLINE

GENERAL RULES AND PROHIBITIONS

200 (*a*) Courtesy among members of the Constabulary is indispensable to discipline. Respect to superiors will not be limited to obedience on duty but will characterize the conduct of both officers and enlisted men on all occasions.

(*b*) Members of the Constabulary will obey strictly and execute promptly the lawful orders of their superiors.

(*c*) Officers will acquaint themselves with regulations and published orders. Ignorance of particular regulations or orders will not be accepted as an excuse for their nonobservance.

201. Officers should avoid any display of heat or anger when they find it necessary to admonish or caution their subordinates, whether commissioned or noncommissioned officers. Reproof should never be administered in the presence of members of the Constabulary subordinate to the delinquent officer or noncommissioned officer.

202. It is the duty of every officer on whatever occasion to assist in the preservation of good order and the rules and discipline of the service. He is required to notice and correct any negligence or impropriety of enlisted men, whether on duty or off, and whether the offenders do or do not belong to his particular unit.

203 (*a*) Authority will be exercised with firmness, kindness, and justice. Tyrannical or capricious conduct, with or without the use of profane or abusive language is strictly forbidden. All concerned will avoid the unmilitary practice of upbraiding and nagging those under them. Punishment must conform to law and follow offenses as promptly as circumstances will permit.

(*b*) Officers of all ranks will adopt toward their subordinates such methods of command and treatment as will

insure respect for authority, and promote that sense of mutual confidence, good will, and coöperation throughout the service which is essential to efficiency. Noncommissioned officers will be guided by these principles in their dealings with each other and with private soldiers.

204. An officer or an enlisted man who conceives himself to be suffering from a grievance may state his case and apply for redress to a District Inspector or other inspecting officer during the period of an inspection. Such claims should be fully and clearly stated, with a view to their being investigated and adjusted as soon as practicable. Anonymous complaints are strictly forbidden.

205. All members of the service are warned against allowing themselves to be placed in such position as may lay themselves open to the suspicion of being influenced in the discharge of their duty by other than purely public considerations. Officers are enjoined to be specially scrupulous and exact in their official dealings with contractors, their salesmen, and their agents.

206. Any complaint against officers or enlisted men of the Constabulary that charges imposition, maltreatment, or abuse of office will be made the subject of prompt and thorough investigation by the senior officer first appraised of it, who will submit a report to the Chief through proper channels. (Sec. 833, Adm. Code.)

207. No member of the Constabulary will disclose any order, instructions, or information except to his superiors or other persons in authority entitled to know it, or use his position directly or indirectly for his personal benefit or gain.

208. Failure by an officer to honor his financial commitments, and debts contracted by him with his subordinates in the service, constitute conduct unbecoming an officer, and conduct prejudicial to the service. Disciplinary measures may be applied as provided in paragraph 209.

209. All officers are cautioned against maintaining credit accounts largely in excess of their ability to liquidate them within a reasonable time. Disciplinary measures may be

applied by the Chief under section 6, Civil Service Rule 13, in the case of officers who willfully or habitually fail to honor their financial commitments.

210. The acceptance by officers or other members of the Constabulary of gifts of value from Government officials, or from persons who enter into contracts with the Government, or from individual members or groups of members of their command, is strictly forbidden. (Sec. 688, Adm. Code.)

211. No officer shall engage in any private business, vocation, or profession, or be connected with any commercial undertaking without the approval of the Chief and the Secretary of the Interior. (Executive Order No. 103 series of 1913.)

212. The practice of giving promissory notes (*vales*) on account of the Government, for supplies furnished or services rendered, is to be discouraged, and may be employed only on occasions of unusual emergency.

213. Officers and enlisted men are forbidden to institute or take part in any meetings, demonstrations, or processions for political or partisan purposes. Under no circumstances will they attend such affairs in uniform except under orders and in line of duty.

214. Members of the Constabulary are forbidden to publish in any form or to communicate to the press, either directly or indirectly, any military or Constabulary information, or their views on any Constabulary matter, without the prior approval of the Chief. An officer or enlisted man will be held liable for statements contained in communications to his friends which are prejudicial to the interests of the service and which may, subsequently, be made public through the press.

215. Any officer whose character and conduct as an officer and a gentleman has been publicly impugned may, within thirty days, submit his case to the Chief who, should the gravity of the case warrant, will order an investigation. If as a result the allegations be proved unfounded or grossly exaggerated, the officer concerned will be officially

exonerated and the fact will be made public through the press or otherwise.

216. A Board of Inquiry should be assembled in the case of the destruction of Government property within a station limits, of the death by accident or serious injury to any member of a command, of any general discontent or misbehavior among the members of a command, etc.

217 (*a*) A Board of Inquiry may be assembled by the Chief or by a District Commander (Assistant Chief) to assist in arriving at a correct conclusion on any subject on which it is expedient for them to be thoroughly informed. A Board of Inquiry may be required to report or make recommendations upon any point, but when the character of any person is impugned, opportunity must be afforded him to submit an explanation in writing. A Board of Inquiry may consist of two or more members, its composition being determined by the convening officer, according to the exigencies of the service.

(*b*) So far as practicable the sessions of Boards of Inquiry should not interfere with the regular performance of Constabulary duties.

LAW AND REGULATIONS ON DISCIPLINE

218. Any officer or member of the Philippine Constabulary found guilty of obtaining for his own use any money or property from any person by threat of arrest or actual arrest or intended prosecution shall be punished by imprisonment for not less than one year and not more than ten years. (Sec. 2683, Adm. Code.)

219. Any officer who retains in his possession, without adequate reason and for an unnecessary length of time, any pay or allowances due enlisted men of his command will render himself liable to dismissal or other severe penalty, and may be prosecuted if the circumstances so warrant. (See par. 452.)

220. Any member of the Constabulary who begins, excites, causes, or joins in any opposition or resistance to, or defiance of, any superior authority in the Constabulary

with intent to usurp, subvert, or override the same, or who, being present, does not use his utmost endeavor to suppress all such opposition, resistance, or defiance, or who, having knowledge of any such opposition, resistance, or defiance being intended, does not, without delay, give information thereof to such superior authority, shall be fined not exceeding twenty thousand pesos or imprisoned not exceeding ten years, or both. (Sec. 2684, Adm. Code.)

221 (*a*) Any member of the Constabulary who whips, maltreats, abuses, subjects to physical violence, or tortures by the so-called water cure or otherwise, any native of the Philippine Islands or other person, or who causes such whipping, maltreatment, abuse, or torture of any native of the Philippine Islands or other person for the purpose of extorting from him any confession or inducing him to give any information whatsoever, shall be punished by imprisonment at hard labor for a term not exceeding five years or by a fine not exceeding ten thousand pesos, or both. Final conviction of any such offense shall by and of itself constitute a dismissal of the offender and shall make him ineligible to any position of trust or confidence in the Government of the Philippine Islands.

(*b*) Any officer or noncommisioned officer of the Constabulary who countenances, allows, or permits the whipping, maltreatment, abuse, or torture of any native of the Philippine Islands or of any other person for the purpose of extorting or obtaining any confession, information, or declaration whatsoever shall be punished by imprisonment for a period not exceeding five years or by a fine not exceeding ten thousand pesos, or both. (Sec. 2685, Adm. Code.)

222. Any member of the Constabulary who misbehaves himself before any outlaw, robber, or other enemy, runs away, or shamefully abandons any post or guard, or advises or persuades others to do the like, or casts away his arms or ammunition, or quits his post or command to plunder or pillage, shall be fined not exceeding six thousand pesos or imprisoned not exceeding three years, or both. (Sec. 2686, Adm. Code.)

223. Any member of the Constabulary who wilfully disobeys the lawful command of his superior officer, or any officer of the Constabulary, engaged in parting or quelling any quarrel, fray or disorder therein, or strikes such superior officer or such officer so engaged, or draws or lifts any weapon, or offers any violence against him, shall be fined not exceeding four thousand pesos or imprisoned not exceeding two years, or both. (Sec. 2687, Adm. Code.)

224. Any member of the Constabulary who, having received pay or been duly enlisted therein, absents himself therefrom without leave and with intent not to return thereto, or advises or persuades others to do the like, shall be fined not exceeding four thousand pesos or imprisoned not exceeding two years, or both. (Sec. 2688, Adm. Code.)

225. Any member of the Constabulary who, while on duty as sentinel, is found sleeping on post, or who leaves it before he is regularly relieved, and any noncommissioned officer or guard in charge of a relief on post who is found sleeping on such duty, shall be fined not exceeding one thousand pesos or imprisoned not exceeding one year, or both. (Sec. 2689, Adm. Code, and par. 248.)

226. Whoever shall knowingly sell, purchase, or receive in pledge for any obligation or indebtedness, from any soldier, officer, sailor, or other person called into or employed in the military or naval service or Philippine Constabulary, any arms, equipment, ammunition, clothes, military stores, or other public property, whether furnished to the soldier, sailor, officer, or person, under a clothing allowance or otherwise, such soldier, sailor, officer, or other person not having the lawful right to pledge or sell the same, shall be fined not more than one thousand pesos, or imprisoned not more than two years, or both in the discretion of the court. (Sec. 2, Act No. 2567.)

227. (*a*) For inefficiency, misconduct, or disloyalty to the United States, the Chief may, with the prior approval of the Commander in Chief or the Department Head, suspend and, after due hearing, remove any member of the Con-

stabulary appointed by him or under his authority, or reduce him in rank, as the case may require.

(*b*) For neglect of duty, violation of regulations, or any minor offense against good order and discipline for which no specific penalty is provided, the Chief may, in the interest of the public service, reduce the salary or compensation of any member of the Constabulary, deduct from his pay a sum not exceeding one month pay, or as a punishment suspend him without pay for a period not exceeding two months.

(*c*) When a member of the Constabulary has been convicted and sentenced by a court of competent jurisdiction, other than a Constabulary Summary Court, the Chief may order his discharge and the forfeiture of all pay and allowances due or to become due. (Sec. 849, Adm. Code.)

228. An officer suspended from duty shall not receive pay during suspension unless the Department Head shall so order; but upon subsequent reinstatement of the suspended officer or upon his exoneration, if death should render reinstatement impossible, any salary so withheld shall be paid, but without prejudice to the application of the disciplinary provisions of section 695 of the Administrative Code. (Sec. 260, Adm. Code.)

229 (*a*) The Chief or any Assistant Chief, the Provincial Commander, or other superior officer, may arrest and confine in his quarters any subordinate officer of his command charged with crime or with conduct unbecoming an officer and a gentleman, to the prejudice of good order and discipline, for a period not exceeding ten days pending investigation of the charge and action thereon. Such arrest and confinement will be without warrant. It will be known as **Constabulary Arrest**, and does not affect an officer's pay as does suspension. (Sec. 851, Adm. Code.)

(*b*) An officer may, in an emergency, be placed under arrest without previous investigation. Ordinarily, however, a District Commander or other senior officer, upon receiving a complaint or upon being advised of circumstances

tending to incriminate an officer should satisfy himself by preliminary investigation that it will be necessary to proceed with the case before placing him under arrest.

230. An officer in arrest will not be allowed to exercise authority of any kind until released by proper authority. Officers will not be placed in arrest for slight offenses. For these, censure or reprimand will generally answer the purposes of discipline.

231. When an officer places another in arrest he will immediately report the fact to the next higher authority by telegraph. As soon as practicable thereafter he will submit a full written report detailing all the circumstances, together with a written statement by the officer in arrest giving his version of the affair.

INVESTIGATION AND REPORT

232. The investigation of charges against an officer will be conducted by a **Board of Officers** appointed by the Chief. The Board will consist of not less than 3 nor more than 7 members depending upon the gravity of the offense. All members will be of equal rank or superior to that of the officer under investigation. The senior member of the Board, who is **Ex-Officio Chairman,** will detail one member to perform the duties of **Judge Advocate,** and another as **Recorder.** The accused officer will be afforded every opportunity to defend himself. Upon his request the Chief may, subject to the exigencies of the service, designate another officer to advise and assist him in his defense. (Sec. 849, Adm. Code.)

233. The Board of Officers will scrutinize all accusations and allegations against the accused officer and will if practicable examine the witnesses personally. When not practicable to examine any witness personally a documentary statement will be obtained, preferably in the form of an affidavit. In general, where not in conflict with the Organic Laws of the Islands, Boards of Officers will have similar powers to, and will adhere to the procedure of Courts Martial or Courts of Inquiry of the United States Army.

234. Officers charged with the duty of making an investigation will not attempt on one side to prosecute or condemn, nor on the other side to defend or acquit the person whose conduct is under inquiry. It is their duty to sift and scrutinize all the evidences, and, as far as possible, discover the motives and details of the occurrence, and to report the facts with strict impartiality.

235. Investigations of offenses punishable by compulsory removal from the service, by the maximum fine provided by section 849 of the Administrative Code, or by reduction to the foot of the roster of officers of the same rank as the accused, will be conducted in the presence of the accused and before the Board in session. In other cases investigations may be conducted by an Inspecting Officer and the conclusions and recommendations of the Board may be based on his report and documentary exhibits.

236. A written report will be submitted setting forth the charges and specifications preferred against the accused; the places visited in the process of investigation; the names and addresses of the witnesses examined, and all pertinent portions of their testimony. This will be followed by the conclusions and recommendations of the Board. The written statements and affidavits of the principal witnesses will be appended to the report and will be referred to as Exhibits, i. e., **Exhibit "A", Exhibit "B"**, etc.

ARREST, CONFINEMENT AND DISCRETIONARY PUNISHMENT OF ENLISTED MEN

237. An enlisted man charged with a crime, or with an offense under paragraph 246 may be arrested and confined by any superior Constabulary authority until delivered to the proper civil official where the offense is cognizable by the civil courts, or where the offense is cognizable by Constabulary authority until tried by Summary Court and released by proper authority. Such arrest and confinement will be without warrant. (Sec. 851, Adm. Code.)

238. Except as provided in the next preceding paragraph or when restraint be necessary, no soldier will be confined except by order of an officer, who shall inquire into his

offense. If it become necessary for a noncommissioned officer to place an enlisted man in confinement as a measure of restraint, he will report the fact to the proper superior officer at once. Humiliation of enlisted men by placing them in confinement for minor offenses is strictly forbidden. Men awaiting trial by Summary Court, or awaiting action on a sentence imposed thereby for minor offenses, shall not be placed in confinement but will be required to do duty. Enlisted men will not be confined with civilian prisoners if it can be avoided. Provincial Commanders will exercise constant vigilance to prevent summary and arbitrary confinement of enlisted men especially when these are noncommissioned officers.

239. No noncommissioned officer shall be confined, awaiting trial, with prisoners who are not also noncommissioned officers, nor will he be confined at all unless such confinement be necessary as a measure of restraint; and no noncommissioned officer shall be sentenced to confinement except when he is also sentenced to reduction to the grade of private. (Sec. 852, Adm. Code.)

240. Noncommissioned officers when in arrest will not exercise command of or control over others. When in confinement they will not be required to perform manual labor. (For use of uniform while under arrest or confinement, see paragraph 327.)

241. An officer placing a noncommissioned officer in arrest will make an immediate report to the Provincial Commander or other proper authority detailing the circumstances of the case.

242 (*a*) It is not necessary nor desirable that enlisted men be tried for trivial misdemeanors. Advice, admonition, additional work about barracks or station, or deprivation of privileges should serve the purpose. A record of such disciplinary measures will be kept, which will be examined by all Inspecting Officers. In no case will descretionary punishment exceed seven days in every thirty. The officer awarding such punishment will initial the notation in the record book.

(*b*) When enlisted men are tried by Summary Court, a list of discretionary punishments awarded such men during the preceding six months should be shown on the record.

243. All confinement of enlisted men of whatever nature shall be noted in the Quarterly Return, showing dates and reasons.

THE SUMMARY COURT

244. The Chief designates and appoints Summary Court Officers for provinces or stations as the exigencies of the service may demand. A Summary Court is empowered to hear and pass judgment in cases properly referred to it within prescribed limits. District Commanders and District Inspectors are Summary Court Officers within their own Districts, with powers as such, concurrent with other Summary Court Officers within the same jurisdiction. A Summary Court Officer is authorized and empowered to administer oaths to witnesses in cases brought before him. (Sec. 855, Adm. Code.)

JURISDICTION, PERSONS AND OFFENSES

245 (*a*) Summary Courts have power to try any enlisted man of the Philippine Constabulary for any offense against good order and Constabulary discipline.

(*b*) Enlisted men triable before a Summary Court will, if in confinement, be brought to trial within twenty-four hours of the time of their arrest, or as soon thereafter as practicable. (Sec. 856, Adm. Code.)

246. The following offenses are triable by Summary Court:

(*a*) Absence without leave from command, quarters, camp or guard.

(*b*) Failure, except when prevented by sickness or other necessity, to repair, at the fixed time, to the place of parade, exercise, or other rendezvous appointed by a superior officer, or going from it before being dismissed or relieved.

(*c*) Found one mile from quarters, camp or station without leave in writing from a superior officer.

(*d*) Failure to retire to quarters or tent at retreat.

(*e*) Hiring another to do his duty for him.

(*f*) **Drunk on guard, parade or other duty.**

(*g*) **Behaving with disrespect toward a superior officer.**

(*h*) **Lying out of quarters or camp.**

(*i*) **Wasting, losing, or spoiling arms, ammunition, horse, clothing or accouterments willfully or through neglect.**

(*j*) **Any other offense, or neglect to the prejudice of good order and Constabulary discipline.** (Sec. 860, Adm. Code.)

247. Offenses triable before the Courts of First Instance or Summary Courts:

(*a*) **Fraudulent enlistment in the Constabulary.** (Sec. 2682, Adm. Code.)

(*b*) **Extortion of money by threat of arrest or actual arrest or intended prosecution.** (Sec. 2683, Adm. Code.)

(*c*) **Seditious practices.** (Sec. 2684, Adm. Code.)

(*d*) **Maltreatment and abuse of authority.** (Sec. 2685, Adm. Code.)

(*e*) **Misbehavior before the enemy (cowardice), plundering and pillaging.** (Sec. 2686, Adm. Code.)

(*f*) **Disobedience and insubordination.** (Sec. 2687, Adm. Code.)

(*g*) **Desertion and absence without leave.** (Sec. 2688, Adm. Code.)

(*h*) **Sleeping on post when on sentinel duty.** (Sec. 2689, Adm. Code.)

248 (*a*) Although the offenses specified in the next preceding paragraph are cognizable by Courts of First Instance, yet in cases where Summary Court punishments would suffice, such offenses, subject to the approval of the District Commander, will usually be tried by Summary Court, provided that the local fiscal shall have agreed thereto. If the limit fixed by paragraph 258 is not exceeded, a fine of not less than ₱20 will be imposed.

(*b*) Before bringing a man to trial in the Court of First Instance, a Company Commander will obtain the instructions of his Provincial Commander, or of the Adjutant if in Manila. Should any serious complications have arisen from the offense committed, then the soldier will be turned over to the civil authorities to be dealt with in accordance with law.

249. Any commissioned officer may prefer charges with specifications against any enlisted man. Any Company Commander or other superior officer may direct a subor-

dinate to prefer charges against any enlisted man of his command. In such cases the subordinate may place above his signature on the charges: *"By order of (name of officer giving the order)"*, if he be satisfied of the innocence of the accused, and not otherwise. (Sec. 862, Adm. Code.)

RULES IN THE PREPARATION OF CHARGES

250 (*a*) A charge corresponds to a criminal complaint or information. It consists of two parts— **charge** and **specification.**

(*b*) The charge should be limited to a statement of the proper section of the Administrative Code violated, as **"CHARGE:** *Violation of section 856, Administrative Code."* In the cases mentioned in paragraph 247, the number of the section violated will be inserted and the officer preferring the charge or, the Provincial Commander, will place above his signature on the charges the following: *"This charge was made by authority of the District Commander and with acquiescense of the Provincial Fiscal."* (See par. 248-b.)

(*c*) The specification need not possess the technical nicety of a criminal information. In general a bold statement of facts in simple and concise language, and in such manner as to enable a person of common understanding to know what is intended is sufficient, provided the offense itself be distinctly and accurately described. More specifically, (1) **rank, full name, and organization of the accused;** (2) **the facts that constitute the offense charged should be stated briefly but clearly,** together with the place and time of commission stated as accurately as possible, or where the exact time or place of the commission of the offense be not known, it will be sufficient to allege it as having occurred *"on or about"* a certain date or time, or *"at or near"* a given locality. For offenses under section 856, Administrative Code, but not specifically stated therein, the specification will contain the allegation that the facts set forth constitute an offense *"to the prejudice of good order and Constabulary discipline."*

(*d*) A specification should not allege two offenses in the alternative, for example, *"did sell or through neglect lose*

his shoes." If there be doubt as to whether the property were sold or lost, both offenses may be charged under separate specifications. If there be several specifications under one charge, they will be consecutively numbered, and each specification will be complete in itself and allege but a single offense.

(*e*) The duplication of charges for the same act or omission will be avoided except when, by reason of lack of definite information as to available evidence, it may be necessary to charge the same act or omission as constituting two or more distinct offenses. When the same act or omission in its different aspects is charged as constituting two or more offenses, the court, even if it arrive at a finding of guilt in respect to two or more specifications, should impose punishment with respect to the act or omission in its more important aspect only, and if this rule be not observed by the court, the reviewing authority should make the necessary correction. Thus a soldier should not be punished for "*failure to report for a certain routine duty*" at a time included in a period for which he is charged with "*absence without leave,*" and a soldier should not be charged in one specification with "*disorderly conduct*" and in another with "*drunkenness*" when both such acts are so allied as to constitute but a single offense.

(*f*) The officer preferring the charges will prepare the *Record of Summary Court* (P. C. Form No. 14), entering therein:

(1) **The name, grade, and organization of the accused, paragraph, number, and series of the special orders appointing the court, date on which the accused was placed in confinement; (2) the charges and specifications; (3) discretionary punishments; (4) previous convictions by Summary Court; (5) service and rate of pay;** and forward it to the Provincial Commander, who, after careful consideration of the charges, will determine whether the offense charged may be corrected by discretionary punishment, or whether the charges should go to the Summary Court. If he decide in favor of the former, he will return the charges to the Company Commander with necessary instructions. If he

decide in favor of the latter, and if the Provincial Commander be not Summary Court Officer, he will refer the charges to the Summary Court for trial. At the close of the trial, the Summary Court Officer will record the result of his findings and the sentence, if any, on the record and return it to the Provincial Commander for transmittal to the Chief, or to the District Commander in the District where the enlisted man tried by Summary Court is serving. If the Provincial Commander be the Summary Court Officer, he will transmit the record to his District Commander. (Sec. 862, Adm. Code.)

FORMS OF CHARGES AND SPECIFICATIONS

251 (*a*) The forms of charges set forth below constitute a general guide for use of officers in drafting charges and specifications for offenses triable by Summary Courts. In preparing charges the following general rules should be observed:

(1) If there be more than one specification under a charge the specifications will be numbered, as **Specification 1, Specification 2,** etc.

(2) Each specification will be complete in itself and refer to one offense only. The place and date of the commission of the alleged offense will be stated in the body of the specification and not in a separate line thereof.

(3) A specification of an act or omission not specifically mentioned in section 856 of the Administrative Code but punishable thereunder, will contain a statement that the facts alleged constitute an offense *"to the prejudice of good order and discipline."*

(4) Duplication of specifications for the same act or omission is objectionable and will be avoided.

(*b*) **Examples:**

Charge: *Violation of section 856, Administrative Code.*

Specification: *In that Pvt Carlos Aculaw, 1st Company, Philippine Constabulary, did, at Tayug, Pangasinan, on or about July 10, 1928, wilfully waste, by shooting birds, ten ball cartridges, carbine, cal. 30, to the value of ₱....., issued to him for use in the Government service.*

Specification: *In that Sgt Alejo Lucas, 3rd Company, Philippine Constabulary, did, at Sual, Pangasinan, on or about May 6, 1928, through neglect, lose one Revolver Colt, D. A., cal. 45, No. 237456 to the value of ₱....., issued to him for use in the Government service.*

Specification: *In that Pvt.....*, *20th Company, Philippine Constabulary, did, at Manila Garrison on or about June 3, 1928, wilfully sell to a civilian, Juan Cruz, his shirt for the sum of ₱.....*, *issued to him as part of his clothing.*

Specification: *In that Cpl.....*, *30th Company, Philippine Constabulary, did, at Barlig, Mountain, on or about May 9, 1928, maltreat a Government pony, by tying it up to a post exposed to the rain for fourteen hours.*

Specification: *In that Pvt Juan Doe, 33rd Company, Philippine Constabulary, did, at Malolos, Bulacan, on or about June 24, 1928, wilfully spoil, by throwing violently to the ground one carbine cal. 30, damaging said government property to the value of ₱.....*

Specification: *In that Sgt.....*, *41st Company, Philippine Constabulary, did, at Paniqui, Tarlac, on or about August 10, 1928, behave himself with disrespect toward 1st Sgt..... of his company, by saying to him "puñeta ka, hindi ako natatakot sa iyo," or words to that effect.*

Specification: *In that Pvt.....*, *52nd Company, Philippine Constabulary, did, at Santolan, Rizal, without proper leave, absent himself from his company and station from about 9 o'clock p. m. on December 24, 1928, to about 6 o'clock a. m., on December 26, 1928.*

Specification: *In that Pvt.....*, *100th Company, Philippine Constabulary, did, at San Fernando, Pampanga, on or about June 8, 1928, lie out of his quarters, without leave from his superior officer.*

Specification: *In that Pvt.....*, *63rd Company, Philippine Constabulary, not being prevented by sickness or any lawful necessity, did, at Indang, Cavite, on or about October 14, 1928, fail to report at the fixed time to the proper appointed place for annual target practice.*

Specification: *In that Sgt Major.....*, *Philippine Constabulary, having received a lawful command from Captain .....*, *his superior officer, to report to Lieut Vicente Victa for drill, did, at San Fernando, Pampanga, on or about November 12, 1928, wilfully disobey the same.*

Specification: *In that Pvt.....*, *72nd Company, Philippine Constabulary, at Pasay, Rizal, on or about December 24, 1928, being on duty as Company cook, did, wilfully hire Pvt Carlos Yago to do his duty for him.*

Specification: *In that Pvt.....*, *8th Company, Philippine Constabulary, Stationed at Santolan, Rizal, on or about May 19, 1928, was found at Pasay, Rizal, which is more than*

seven kilometers from Santolan, his regular station, without leave from his superior officer.

Specification: *In that Sgt.....*, *6th Company, Philippine Constabulary, was found drunk and disorderly at Antipolo, Rizal, on or about December 8, 1928, to the prejudice of good order and discipline.*

Specification: *In that Cpl.....*, *7th Company, Philippine Constabulary, did, at Iloilo, Iloilo, on or about January 1, 1928, wilfully play "monte" as "banquero" with other members of his Company to the prejudice of good order and discipline.*

Specification: *In that Pvt.....*, *9th Company, Philippine Constabulary, did, at Imus, Cavite, on or about August 3, 1928, wilfully apply to his own use the sum of ₱0.80 which was given him by his Company Commander for the purchase of grass and palay for forage of a Government animal.*

Charge: *Violation of section 2689, Administrative Code.*

Specification: *In that Pvt.....*, *11th Company, Philippine Constabulary, being on guard and posted as sentinel at Imus, Cavite, on or about July 15, 1928, was found sleeping on his post at about 1 o'clock A. M. of said date to the prejudice of good order and discipline.*

This charge is made by authority of the Chief (or District Commander) and with the acquiescence of the Provincial Fiscal.

Charge: *Violation of section 2688, Administrative Code.*

Specification: *In that Pvt.....*, *23rd Company, Philippine Constabulary, being regularly enlisted, did, at Pasig, Rizal, on or about July 4, 1928, wilfully absent himself from his company without leave and with intent not to return thereto, and remain absent until on or about July 20, 1928, when he was arrested at Novaliches, Rizal, to the prejudice of good order and discipline.*

This charge is made by authority of the Chief (or District Commander) and with the acquiescence of the Provincial Fiscal.

.....

Officer Preferring Charge

PROCEDURE AND TRIAL

252 (*a*) The Administrative Code does not give the accused the right to object to trial by Summary Court; but when the trial officer is the accuser, or is a witness for the prosecution, he will notify the appointing authority who will appoint another Summary Court Officer to try the case. If there be another Summary Court Officer in the same province, the charges will be referred to him for trial.

(*b*) Offenders should be brought to trial within twenty-four hours, or as soon thereafter as practicable. Delay does not invalidate the proceedings. When Provincial Commanders are appointed Summary Court Officers, they will hold sessions for the trial of offenders at least once each month, and oftener when practicable to do so, at the different stations, except when under the circumstances of the case, as when the offender is a noncommissioned officer and is in confinement, a speedy trial be deemed necessary.

(*c*) Court may be held at any place in the province in which the Summary Court Officer is stationed, but will usually be held at the station of the accused, and always where the least expense will be incurred. The Chief or the District Commander may designate the place or places for holding the court. The court will hold its sessions so as not to interfere with ordinary routine duties.

(*d*) A Summary Court, for reasonable cause, may grant a continuance to the prosecution or defense in any state of the proceedings before the finding, and for such time and as often as may appear just. The party desiring a continuance will state the reason upon which the application is based. If to procure the attendance of a witness he should show that the witness is material, that he has used due diligence to procure his attendance or his testimony and that he has grounds to believe that he will be able to procure such testimony or attendance within a reasonable time, such time should be stated. Application for postponement or continuance intended merely to delay the proceedings will not be granted.

(*e*) Trials will be conducted with decorum and in an orderly manner. The order of procedure is: (1) **Opening of Summary Court**; present, the Summary Court Officer, the accused, and the interpreter, if one be needed; (2) **Arraignment of the accused**; (3) **Pleas**; (4) **Examination of the witnesses for the prosecution**; (5) **Examination of the witnesses for the defense**; (6) **Statement by the accused**; (7) **Finding**; (8) **Service and previous convictions of the accused**; (9) **Sentence.** The reading of the charges and specifications and the pleas of the accused in answer thereto

constitute the arraignment of the accused. The Summary Court Officer will read the charges and specifications separately and in order, to the accused, and will ask him how he pleads to each. He shall, from time to time throughout the proceedings, advise the accused of his legal rights in which he will be protected.

(*f*) The Summary Court will hold sessions open to anyone who desires to be present, but may exclude any or all who have no interest in the case, when the character of the charge or testimony is offensive to accepted standards of decency and morality.

(*g*) If in station, the accused will wear the uniform prescribed for garrison; if out of station, the accused will wear the uniform of the command with which he is serving, subject to the provisions of paragraph 327. (Sec. 862, Adm. Code.)

PLEAS

253 (*a*) Ordinarily the plea of the accused is *"guilty"* or *"not guilty"* to each charge and specification; or, *"guilty"* to a specification except certain words, and to the excepted words *"not guilty"*; or, *"guilty"* to the specification except certain words, substituting therefor certain others, to the excepted words *"not guilty,"* to the substituted words *"guilty,"* and to the charge *"not guilty,"* but *"guilty"* of the lesser included offense.

(*b*) A plea of *"guilty"* does not necessarily exclude evidence. In cases of punishment discretionary with the court, a full knowledge of the circumstances attending the offense is essential to the court in measuring the punishment, and to the reviewing authority in acting on the sentence. It is, therefore, proper for the court to take evidence after a plea of *"guilty,"* except when the specification is so descriptive as to disclose all the circumstances of mitigation or aggravation.

(*c*) In all cases after a plea of *"guilty,"* the accused will be permitted to offer evidence in mitigation of the offense charged. The court may, in its discretion, permit an accused to withdraw a plea of *"not guilty,"* and to substitute

one of *"guilty,"* and vice versa, or to withdraw either of these general pleas and substitute a special plea.

(*d*) When testimony is heard after a plea of *"guilty,"* the accused may cross-examine the witnesses, produce evidence to rebut their testimony, offer evidence as to character, and address the court in extenuation of the offense or in mitigation of punishment.

(*e*) When the accused pleads *"guilty"* and, without any evidence being introduced, makes a statement inconsistent with his plea, the statement and plea will be considered together, and if guilt be not conclusively admitted, the court will enter a plea of *"not guilty,"* and proceed to try the case on the general issue thus made.

(*f*) If an accused, from obstinacy or deliberate design, stand mute, or answer foreign to the purpose, the court will proceed to trial and judgment as if the prisoner had pleaded *"not guilty."*

(*g*) Instead of pleading *"guilty"* or *"not guilty,"* the accused may plead a former acquittal for the same offense, or he may make a special plea that he has already been punished for the offense by **Discretionary Punishment.** The burden of substantiating such plea rests on the accused. Both sides should be heard. If such plea be found valid, the court will report its decision to the appointing authority and await further instructions. When a special plea is made and overruled, the accused will then be required to plead to the general issue; that is, *"guilty"* or *"not guilty."*

WITNESSES

254 (*a*) The accused is, in general, entitled to have all the material witnesses for his defense summoned, except when their testimony would be merely cumulative and evidently add nothing to the strength of his case. As far as practicable to do so he should be allowed a full and free defense, as the least denial of any proper facility, opportunity, or latitude may serve to defeat the ends of justice.

(*b*) The Summary Court will request the attendance of any member of the Constabulary required as a witness, from the Provincial Commander or higher authority com-

petent to order the necessary travel. The attendance of a civilian witness will be secured by correspondence with him. A Summary Court Officer has no power to compel civilian witnesses to appear or to testify.

(*c*) All persons who give testimony before a Summary Court shall be examined on oath or affirmation in the following form:

"You swear (or affirm) that the evidence you will give in the case now in hearing, shall be the truth, the whole truth, and nothing but the truth. So help you God."

(*d*) All interpreters shall perform their duties on oath or affirmation, in the following form:

"You swear that you will duly interpret in the case now in hearing. So help you God."

(*e*) Oaths will be administered by the Summary Court Officer in the presence of the accused immediately before the examination of the witnesses or before the interpretation, respectively. Witnesses are usually examined apart from each other, no witness being allowed to be present during the examination of another who is called before him. But this rule is not inflexible, nor is it ever rigidly observed as to exclude the testimony of a person who has been present at the examination of other witnesses.

EVIDENCE

255 (*a*) Summary Courts will, in general, follow the rules of evidence that are applied by civil courts in criminal trials. In regard to the admission of testimony, however, it is always permissible for a Summary Court, in the interest of truth and justice, to depart from a technical rule the effect of which would be to exclude material facts or otherwise obstruct a full investigation. In the effort of ascertaining the truth, the Summary Court is equally interested both in the prosecution and the defense. It may call or recall witnesses, or permit their recall at any stage of the proceedings; it may permit material testimony to be introduced by either party quite out of its regular order and place, or permit a case once closed by either or both sides to be reopened for the introduction of testimony previously

omitted, if convinced that such testimony is so material that its omission would leave the investigation incomplete. In all such cases both parties must be present, and any testimony thus received would be subject to cross-examination and rebuttal by the party to whom it may be adverse.

(*b*) In every criminal case the burden is on the prosecution to prove, by relevant evidence, (*a*) **that the offense charged was really committed,** (*b*) **that the accused committed it, and** (*c*) **that the accused had the requisite criminal intent at the time.** These three facts broadly constitute the issues in the case. Incidental issues will be formed by the necessity for proof of the essentials; that is, the gist of an offense and as to character.

(*c*) A Summary Court will determine the matter before it solely on the evidence in the case, and no evidence would be admissible before a Summary Court that is not admissible before civil tribunals. The evidence thus referred to, according to which the court must decide the case, means all the matters of fact which the court permits to be introduced, or of which it takes judicial notice, with a view to prove or disprove the charges. Every item of this evidence must be introduced in open court. (For rules of evidence, see Article XXXIII.)

(*d*) Previous convictions of the accused by Summary Courts, if there be any, which should have been entered on the *"Record of Summary Court"* by the prosecuting officer, shall be the last evidence to be submitted to the court before the closing of the trial. Such evidence will include all previous convictions by Summary Courts within the last six months immediately preceding the date of the commission of the offense for which the accused is on trial. If this evidence be not submitted, the Summary Court may take judicial notice thereof from any Constabulary records. But if the correctness of these records be denied by the accused, *"Record of Summary Court"* of the case denied, or copy of the order publishing it, should be procured. The records of previous convictions will be placed on the record of Summary Court as follows: *"May 8, 1928, five days con-*

finement and ₱5 forfeiture for gambling," the date being that of approval by the reviewing authority.

(*e*) The object of considering the evidence of previous convictions is to inform the Court that the accused is an old offender, and therefore less entitled to leniency than if on trial for his first offense.

FINDINGS

256 (*a*) The finding of the court will be governed by the evidence considered in connection with the pleas. The finding upon the charge should be supported by, and be consistent with, the finding upon the specification.

(*b*) The accused may be found guilty of parts of the specification, not guilty of the remainder, and then, if the specification still supports the charge, guilty of the charge. The specification supports the charge, if, after substitutions and exceptions, it still sets forth facts sufficient to constitute a particular offense under the section of the Administrative Code stated in the charge.

(*c*) If the evidence in any case proves the commission of an offense less in degree than that specified, yet kindred to it, the court may, except words of the specification, substitute others instead, pronounce the innocence of the accused and then find him guilty of the lesser offense. A familiar form is the finding of **"failure to obey an order,"** under an original specification alleging **"disobedience of an order."**

(*d*) If the Summary Court finds the facts as charged but attaches no guilt thereto, he may so word the finding; but, as the guilty intent necessary to a finding of guilty has not been established, this is a virtual acquittal, and a proper finding is *"not guilty."* *"Guilty"* should be pronounced only when the court is satisfied of the guilt of the accused beyond a reasonable doubt.

SENTENCE

257 (*a*) Punishment is left to the discretion of the court, subject to the limitations prescribed in sections 859 and 860 of the Administrative Code. Any punishment other

than that prescribed by law is illegal, and when a sentence of confinement or forfeiture is in excess of the legal limit, the part within the limit is legal and may be executed. For those offenses for which a limit of punishment is prescribed, the court is restricted to the kinds of punishment specified, except that, in the discretion of the court, one day confinement at labor may be substituted for one peso forfeiture of pay or the reverse.

(*b*) Before pronouncing sentence, the court should therefore, in case of any uncertainty, examine the list of punishments to see what punishment may be legally awarded, and in awarding punishment he should remember that the proper amount of punishment is the least by which discipline can be efficiently maintained. The maximum punishment allowed will not be awarded except in aggravated cases, but only such portion of the maximum as the circumstances of the case show to be desirable.

FORMS OF SENTENCE

(*c*) (1) *To forfeit ten pesos of his pay.* (2) *To be confined at labor for ten days.* (3) *To forfeit five pesos of his pay and to be confined at labor for fifteen days.* (4) *To forfeit fifteen pesos of his pay in three monthly instalments of five pesos each.* (5) *To forfeit ten pesos of his pay and to be reduced to the grade of private.* (6) *To be dishonorably discharged from the service.* (7) *To be dishonorably discharged from the service, forfeiting all pay and allowances due or to become due excepting a sufficient sum to meet any existing liability to the Government, and to be confined at labor for one month.*

LIMITS OF PUNISHMENT

258 (*a*) The punishment imposed by a Summary Court shall not exceed:

(1) Confinement at labor for one month and forfeiture of one month pay for the first conviction, or

(2) Confinement at labor for two months and forfeiture of two months pay for the second conviction within six months.

(*b*) Where the accused is a noncommissioned offcer, he may be sentenced to reduction to the grade of private in addition thereto, and where the accused has been convicted by Summary Court three times within a year he may be sentenced to be dishonorably discharged and to forfeit all pay and allowances due or to become due, in addition to the other penalties. (Sec. 859, Adm. Code.)

(*c*) Sentences imposed by the Summary Court for a first offense shall not in any case exceed the limits fixed for the respective offense in the table below; and for the purpose hereof an offense shall be deemed to be a first offense if the accused has not been guilty of the same or other offense mentioned in the same table within the six months next preceding the offense which is the subject of punishment. (Sec. 860, Adm. Code.)

Losing or spoiling accouterments or clothing through neglect.	Twenty days confinement at labor and forfeiture of six pesos; for noncommissioned officer, reduction in addition thereto.
Absence without leave: One hour or less	Forfeiture of one peso; corporal, two pesos; sergeant, three pesos; first sergeant or noncommissioned officer of higher grade, four pesos.
For more than one to six hours, inclusive.	Forfeiture of two pesos; corporal, three pesos; sergeant, four pesos; first sergeant or noncommissioned officer of higher grade, five pesos.
For more than six to twelve hours, inclusive.	Forfeiture of three pesos; corporal, four pesos; sergeant, six pesos; first sergeant or noncommissioned officer of higher grade seven pesos.
For more than twelve to twenty-four hours, inclusive.	Forfeiture of five pesos; corporal, six pesos; sergeant, seven pesos; first sergeant or noncommissioned officer of higher grade, ten pesos.
For more than twenty-four to forty-eight hours, inclusive.	Forfeiture of six pesos and five days confinement at labor; for corporal, forfeiture of eight pesos; sergeant, ten pesos; first sergeant or noncommissioned officer of higher grade, twelve pesos; or for all noncommissioned officers, reduction.
For more than two to ten days, inclusive.	Forfeiture of ten pesos and ten days confinement at labor; for noncommissioned officer, reduction in addition thereto.
For more than ten to thirty days, inclusive.	Forfeiture of thirty pesos and one month confinement at labor; for noncommissioned officer, reduction in addition thereto.

Failure to repair at the time fixed to the place, appointed, etc.:	
For reveille or retreat, roll call and inspection.	Forfeiture of one peso; corporal, two pesos; sergeant, three pesos; first sergeant, four pesos.
For assembly of guard detail. For guard mounting (by musician detailed for guard).	Forfeiture of five pesos; corporal, eight pesos; sergeant, ten pesos.
For guard mounting (by musician not detailed for guard). For assembly of fatigue detail. For dress parade. For inspection and muster, weekly or monthly inspection. For target practice. For drill. For stable duty. For athletic exercises.	Forfeiture of two pesos; corporal, three pesos; sergeant, five pesos.
Found drunk:	
On extra or special duty. At formation of company for drill or on drill. At target practice. At formation of company for dress parade or on dress parade. At reveille or retreat roll call. At inspection and muster, weekly or monthly inspection. At inspection of company guard detail or at guard mounting. At stable duty. On fatigue.	Forfeiture of twelve pesos; for noncommissioned officer, reduction and forfeiture of twenty pesos.
Using threatening or insulting language or behaving in an insubordinate manner to a noncommissioned officer while in the execution of his office.	One month confinement at labor and forfeiture of ten pesos; for noncommissioned officer, reduction in addition thereto.
Absence from fatigue duty.	Forfeiture of four pesos; corporal, five pesos; sergeant, six pesos.
Absence from extra or special duty.	Forfeiture of four pesos; corporal, five pesos; sergeant, six pesos.
Absence from duty as company, general mess or hospital head cook.	Forfeiture of ten pesos.
Drunkenness at post or in quarters.	Forfeiture of three pesos; for noncommissioned officer, reduction and forfeiture of five pesos.
Noisy or disorderly conduct in quarters.	Forfeiture of four pesos; corporal, seven pesos; sergeant, ten pesos.
Drunk and disorderly in post or quarters.	Forfeiture of seven pesos; for noncommissioned officer, reduction and forfeiture of ten pesos.
Noncommissioned officer encouraging gambling.	Reduction and forfeiture of five pesos.
Noncommissioned officer making false report.	Reduction, forfeiture of eight pesos, and ten days confinement at labor.
Breach of arrest in quarters.	One month confinement at labor and forfeiture of ten pesos; for noncommissioned officer, reduction in addition thereto.

APPROVAL AND EXECUTION OF THE SENTENCE

259. No sentence adjudged by a Summary Court shall take effect until it has been approved by the reviewing authority. (Sec. 858, Adm. Code.) However, that part of the sentence imposing a forfeiture of pay may be executed and the amount of such forfeiture deducted on the next pay roll. If the sentence be disapproved, the amount thus deducted shall be paid back on the subsequent pay roll.

260. An enlisted man sentenced to be dishonorably discharged from the service, forfeiting all pay and allowances due or to become due, or sentenced to forfeit an amount which approximates the pay which will accrue before expiration of term of service, shall not be paid until after receipt by the Company Commander of notice of action on the sentence by the reviewing authority.

261 (*a*) Where an accused is sentenced to a forfeiture of pay, the sentence may provide for the deduction of the amount of the forfeiture in equal monthly instalments, during a period of not exceeding six months after the date of the sentence. (Sec. 854, Adm. Code.)

(*b*) When a forfeiture of from ₱10 to ₱30 is imposed, it will be deducted monthly from the soldier's pay in instalments not exceeding ₱5 each, except in the case of dishonorable discharge.

262. An enlisted man convicted of *"absence without leave"* exceeding 24 hours, will in addition to the fine or other punishment awarded by a Summary Court, be sentenced to forfeit to the Pension and Retirement Fund his pay and clothing allowance for the period of absence. (Sec. 849, 3rd par., Adm. Code.)

263 (*a*) Fines imposed by Summary Courts will be deducted and shown on the next succeeding pay roll or final statement.

(*b*) All money deducted from the pay of enlisted men by virtue of sentence imposed by Summary Courts in all cases, is deposited with the Insular Treasurer to the credit of the Constabulary Pension and Retirement Fund.

264. The reviewing authority may mitigate the sentence in consideration of the length of confinement suffered by the accused up to the date of the former's action on the sentence, or he may remit or mitigate a sentence, or any part of a sentence that has not been executed, but can not change the sentence so as to impose a punishment of a different kind.

265. The Chief is the reviewing authority for Summary Courts proceedings. District Commanders, however, are delegated by the Chief to act upon sentences adjudged by Summary Courts within their respective Districts, and all Summary Court papers will be sent to the District Commander for approval or disapproval. A District Commander cannot delegate this function nor can he authorize a staff or other officer to subscribe for him his decision or orders on the Summary Court proceedings. (Sec. 858, Adm. Code.)

266 (*a*) Upon completion of the *"Record"* by the reviewing officer, he will issue a special order publishing the name, rank, and organization of the accused; the specification or a synopsis of it which constitutes the offense charged; the sentence; a statement that the proceedings, findings, and sentence are approved, and that the sentence will be duly executed. A decision mitigating or remitting a sentence or any part of the sentence will be published in the special order above prescribed or in a special order of a subsequent date. This authority extends to his successors in office. An order remitting a forfeiture of pay shall not have retroactive effect.

(*b*) The reviewing officer will return the *"Record"* on all cases (except those which carry a sentence of discharge) to the Company Commander, who will file it with the company records. There is but one copy made of this record, and no copy will be called for by any officer.

(*c*) When the record of the court exhibits error in preparation, or seemingly erroneous conclusions, the reviewing authority may, by indorsement, return the *"Record"* to the Summary Court for a reconsideration of its action, pointing out the defects. Should the court concur in the views sub-

mitted, he will correct the error, and may modify or completely change his findings and sentence. Should he not concur, he will state that he adheres to the original findings and sentence.

(*d*) Omission of a signature may be corrected by supplying it on the *"Record;"* the correction will be dated. No other omission or correction and no erasure will be made on the *"Record;"* a page will be added on which will be placed the indorsement of the reviewing authority and the indorsement of the Summary Court containing the proceedings or revision.

267. When an enlisted man awaiting result of trial or undergoing sentence commits an offense for which he is convicted, the second sentence will be executed upon the expiration of the first. A penalty of confinement at labor must be served even though the enlisted man be dishonorably or otherwise discharged previous to the expiration of the sentence. (See par. 176–a.)

268. Each Summary Court will keep a record in which shall be entered all cases held and determined and the action had thereon. (Sec. 857, Adm. Code.) (See par. 56.)

269. A copy of sentences pronounced against members of the Constabulary in civil courts will be filed by Company Commanders with the records of Summary Court sentences, one copy will be sent to the Adjutant, and another to the District Commander.

Article X.—HONORS, COURTESIES AND CEREMONIES

PERSONS ENTITLED TO HONORS AND COURTESIES

270 (*a*) Officers and enlisted men of the Constabulary will render the prescribed military salutes to the following:

(1) **His Excellency the Governor-General,**
(2) **The Vice Governor-General,**
(3) **The President of the Philippine Senate,**
(4) **The Speaker of the House of Representatives,**
(5) **The Secretary of the Interior,**
(6) **Officers of the Philippine Constabulary, if of senior rank,**
(7) **Officers of the United States Army, Navy, and Marines of equal or senior rank,**
(7) **Foreign military or naval officers of equal or senior rank.**

(*b*) Officers assigned for duty in a province will salute the Provincial Governor and Judges of First Instance holding Court in the province.

(*c*) Retired Constabulary officers are subject to all the rules and regulations of the service governing conduct, and when in uniform will observe the prescribed courtesies and regulations.

271 (*a*) A guard of honor of 100 men, with a captain and two lieutenants, and the Band, will attend the Governor-General on his arrival at or departure from the Philippine Islands.

(*b*) A guard of honor of 50 men, with 2 officers and the Band will attend distinguished visitors from the United States or foreign countries, on their arrival and departure unless otherwise ordered.

272. Guards will be turned out rendering the prescribed salutes for the following persons: The **Governor-General,** the **Vice Governor-General,** the **President of the Senate,** the **Speaker of the House of Representatives,** the **Chief Justice of the Supreme Court,** the **Secretary of the Interior,** the **Provincial Governors and Provincial Commanders** within their own provinces, and **Constabulary officers of higher**

rank than the Provincial Commander. (See Constabulary Guard Regulations.)

273. Unless otherwise directed by superior authority Station Commanders will furnish escorts or guards of honor to any of the following who may temporarily visit towns where there is a Constabulary garrison or detachment:

(*a*) His Excellency the Governor-General.
(*b*) The Honorable Vice-Governor,
(*c*) The Honorable President of the Philippine Senate,
(*d*) The Honorable Speaker of the House of Representatives,
(*e*) General Officers of the United States Army,
(*f*) Flag Officers (Admirals) of the United States Navy,
(*g*) The Secretary of the Interior,
(*h*) The Chief of Constabulary,
(*i*) Foreign dignitaries of equivalent position or rank,
(*j*) Consuls General.

274. The same attention and courtesy paid the Chief will be extended an Assistant Chief upon the latter's arrival at a Constabulary station, except that no escort or guard of honor will be furnished.

275. The salutes in addition to presenting arms, to be given by troops on parade, including guards of honor, are:

(*a*) **Four ruffles and four flourishes to—**

(1) The Secretary of War;
(2) The Governor-General of the Philippines;
(3) Generals or Admirals;
(4) Department Secretaries of the United States Government;
(5) Committees of Congress.

(*b*) **Three ruffles and three flourishes to—**

(1) Assistant Secretary of War;
(2) Lieutenant Generals or Vice Admirals;
(3) Ministers or Foreign envoys.

(*c*) **Two ruffles and two flourishes to—**

(1) The Vice-Governor of the Philippines;
(2) The President of the Philippine Senate;
(3) The Speaker of the House of Representatives;
(4) The Chief of Constabulary;
(5) Major Generals or Rear Admirals;
(6) Consuls General accredited by the State Department when on official visits.

(*d*) **One ruffle and one flourish to—**

(1) Brigadier Generals or Commodores;
(2) Provincial Governors within their own jurisdictions.

(*e*) Ambassadors will be received with the national anthem of their country. Otherwise they will receive the same honors as are given for the Governor-General.

(*f*) The **"General's March"** is generally played as a part of the salute immediately after the flourishes if the person honored bears a military rank.

"Hail to the Chief" may be played as an appropriate part of the courtesies immediately after the flourishes if the person honored is the Governor-General, the Chief of Constabulary, the General Commanding the Philippine Department, or the Admiral Commanding in Philippine waters.

On the foregoing occasions when no Band is available, the field musicians will sound **"To the Color"** immediately after the flourishes.

276. The President of a foreign republic, a foreign sovereign, or a member of a reigning royal family will be rendered the honors prescribed in (*a*) of above paragraph, except that the **National Anthem** of his country will be played instead of the ruffles and flourishes.

277. An officer temporarily acting in a higher command is entitled to the honors and salutes appertaining to that command during his tenure, provided the officer is not under the rank of a Brigadier General. A Governor of a state or province who is a General Officer is entitled to the honors due to his military as well as to his civil rank.

278. Officers of foreign services, when in uniform, will be accorded the same honors and courtesies as military and naval officers of the United States of corresponding rank.

279. An escort of honor may be detailed for the purpose of receiving and escorting personages (or the remains of deceased personages) of high rank, civil or military, when they arrive at or depart from a post or station. The troops for this purpose will be formed and maneuvered as prescribed in the Training Regulations. The Station Com-

mander in each case will detail an officer to attend the person so honored, or the family of the deceased.

280. Station Commanders should habitually inform Municipal Presidents and other prominent residents of the expected arrival in the locality of the Chief or of an Assistant Chief of Constabulary, and advise them of the hour of his arrival. Any necessary conferences or the presentation of recommendations or complaints will thereby be much facilitated, and valuable time saved.

281. Station Commanders will ascertain without delay the wishes of important visitors as to an inspection of the command and the time it will be made. If the visitor purposes to remain in the station more than an hour a selected noncommissioned officer should be detailed to report to him for orderly duty during the period of his visit. (For orderly to the Chief, an Assistant Chief or an inspecting officer of Field rank, see par. 815.)

WHEN AND HOW HONORS ARE PAID

282. Honors will be paid to persons entitled to receive them both on arrival at and departure from a post, camp, or station where troops are present unless the Station Commander is otherwise instructed by superior authority.

283. No officer in civilian clothes or present informally in uniform will be tendered a review or have an escort or troops paraded in his honor.

284. When two or more persons entitled to personal honors arrive at or depart from a post, camp, or station at the same time, only the senior will receive the honors.

285. If a person entitled to personal honors arrives at a post, camp, or station during the rendering of honors to a person of junior rank the ceremony already begun will be completed, but upon leaving the post only the senior will receive a salute, unless the departures are at different times, in which case, each person will receive the salute to which he is entitled.

286. When honors are to be rendered to a distinguished visitor the Station Commander will meet the person to be

honored on his arrival and escort him on his departure unless otherwise instructed by superior authority.

287. In rendering personal honors, when the command **present arms** is given, officers and men in uniform not in formation, in view and within saluting distance of the person to be honored, salute and remain in that position until the completion of the ruffles and flourishes, or until the command **order arms** is given.

288 (*a*) Unit Commanders will salute officers of higher grades by first bringing the unit to attention and then saluting as required by regulations. In returning the salute of a junior or one of equal grade, the unit need not be at attention.

(*b*) If two Detachments or other Commands meet, their Commanders will exchange salutes, both commands being first brought to attention.

289. Salutes and honors, as a rule, are not paid by troops actually engaged in drill, on the march, or in the field under campaign or simulated campaign conditions. Troops employed on the service of security pay no compliments whatever.

290. If the command is in line at a halt (not in the field) and armed with the rifle, it shall be brought to Present Arms before its commander salutes in the following cases: when the National Anthem is played; when To the Color is sounded during ceremonies; when the person saluted is its immediate or higher commander or a general officer; and when the Color is saluted.

291. At parades and other ceremonies, under arms, the command will render the prescribed salute and will remain in the position of salute while the National Anthem is being played; also at retreat and during ceremonies when **To The Color** is played, if no Band be present. If not under arms, the organizations will be brought to attention at the first note of the National Anthem, To the Color or To the Standard, and the salute will be rendered by the officer or noncommissioned officer in command as prescribed in regulations.

292. The following provisions will govern the courtesies observed in the Constabulary:

(1) Salutes will be exchanged between officers and enlisted men not in a military formation, nor at drill, work, games, or mess, on every occasion of their meeting, passing near or being addressed, the officer junior in rank or the enlisted man saluting first.

(2) When an officer enters a room where there are several enlisted men, the command **Attention** is given by some one who perceives him, when all rise, uncover, and remain standing at attention until the officer leaves the room or directs otherwise. Enlisted men at meals stop eating and remain seated at attention.

(3) An enlisted man, if seated, rises on the approach of an officer, faces toward him, stands at attention, and salutes; if standing, he faces an officer for the same purpose. If the parties remain in the same place or on the same ground, such compliments need not be repeated. Soldiers actually at work do not cease work to salute an officer unless addressed by him.

(4) Before addressing an officer, an enlisted man makes the prescribed salute with the arm with which he is equipped; or, if unarmed, with the right hand. He also makes the same salute after receiving a reply and before leaving.

(5) In uniform, covered or uncovered, but not in formation, officers and enlisted men salute military persons as follows: with arms in hand, the salute prescribed for that arm (sentinels on interior guard duty excepted); without arms, the right hand salute.

(6) An officer carrying a cane or package will transfer it in order to render the prescribed salute to a superior. He may return the salute of an equal or subordinate in any conveniently appropriate manner.

(7) In civilian dress, covered or uncovered, officers and enlisted men salute military persons with the hand salute.

(8) Officers and enlisted men will render the prescribed salutes in a military manner. When several officers in company are saluted, all entitled to the salute will return it.

(9) Except in the field under campaign or simulated campaign conditions, a mounted officer (or soldier) dismounts before addressing a superior officer not mounted.

(10) A man in formation will not salute when directly addressed, but will come to attention if at rest or at ease.

(11) Saluting distance is that within which recognition is easy. In general, it does not exceed 30 paces.

(12) When an officer entitled to the salute passes in rear of a body of troops, it is brought to attention while he is opposite the post of the commander.

(13) In public conveyances, such as railway trains and street cars; and in public places, such as theaters, honors and personal

salutes may be omitted when palpably inappropriate or likely to disturb or annoy civilians present.

(14) Sentinels on post doing interior guard duty conform to the foregoing principles, but salute by presenting arms when armed with the rifle. They will not salute if it interferes with the proper performance of their duties.

COURTESY CALLS

293 (*a*) Officers on duty at or near a provincial capital will attend the inauguration of the Governor, and if desired the Constabulary will take part in the ceremonies. Similarly, officers on duty in municipalities will attend the formal induction of the President.

(*b*) Officers assigned to provinces will make courtesy calls upon newly elected or appointed officials without unnecessary delay.

294 (*a*) Officers visiting a province other than that to which they are assigned, whether on official duty or otherwise, should call upon the Provincial Commander as soon as practicable after their arrival at the provincial capital.

(*b*) If a visiting officer be of senior rank to the Provincial Commander he may properly send his card to the latter. It then becomes the duty of the Provincial Commander to at once call upon his superior, and, if the circumstances justify, place his services at the disposal of the visitor.

(*c*) These courtesies are not only of value for administrative reasons, but they serve to foster and preserve that community of interest, mutual understanding, and *esprit de corps* which are essential to the well-being of any well-trained and disciplined body.

(*d*) The foregoing principle will also apply to officers visiting posts, stations, or camps.

295. Officers arriving at a provincial capital on official duty will call on the Governor. Upon the occasion of an official visit of the Governor to a municipality where there is a Constabulary garrison or detachment, the officer or noncommissioned officer in charge will call on him and offer any assistance or courtesies that the situation may suggest.

296. Upon the arrival at a Constabulary station, or in its vicinity, of prominent members of the Civil Government, or of senior officers of the Army, Navy, or Marines, the senior Constabulary officer present will call in person and offer such services or courtesies as the situation may demand.

297. Upon the arrival at the provincial capital of a Judge of First Instance, for the purpose of holding Court, the Provincial Commander will call upon him, and place his services at the Judge's disposal.

THE FLAG AND COLORS OF THE CORPS

298. At all Constabulary stations the authorized flags will be hoisted at the sounding of the first note of the march preceding reveille. They will be lowered at the last note of retreat, the Band playing the National Anthem of the United States or the field music sounding **"To The Color."**

299. In each Constabulary station there will be one substantial flagstaff with one halyard only. To prevent tangling the Filipino flag will be attached two feet below the American flag.

300 (*a*) The same honor and respect prescribed for the American flag shall be rendered to the Filipino flag.

(*b*) The use of the flags of foreign nations upon residences and other buildings belonging to alliens who are at peace with the United States is sanctioned by International Law and need not be accompanied by either the American or the Philippine flag.

301. Officers and enlisted men passing uncased color will render honors as follows: if in uniform they will salute as required by regulations; if in civilian dress and covered, they will uncover, holding the headdress opposite the left shoulder with the right hand; if uncovered they will salute with the right hand.

302. At reviews, parades, and other ceremonies uncased colors will be saluted with the highest honors; namely, arms presented, trumpets or bugles sounding the salute,

and drums beating a ruffle. When bandsmen are not available, the flourishes will be sounded alone.

303. The Colors of the Corps will salute (i. e., be dipped) when the rank of the reviewing officer entitles him to such honor.

304. On the death of an officer at a Constabulary station the flags will be displayed at half-staff and will so remain, between reveille and retreat, until the body is interred.

305. During the funeral of an enlisted man the flags will be displayed at half-staff. They will be hoisted to full-staff after the remains are interred or after they are removed from the station.

306 (*a*) On Memorial Day (May 30), each year, the national flags will be displayed at half-staff from sunrise until midday. Immediately before noon the field musicians will play "Taps," at the conclusion of which the flags will be hoisted to the top of the staff, and will remain there until sunset. At stations where deceased officers or soldiers are buried, the command will be marched to the cemetery where the graves will be decorated and a salute of three volleys will be fired in honor of the dead by a squad detailed for the purpose. (U. S. A. R. 600–25.)

(*b*) The expenditure of twenty four (24) rounds of blank ammunition is authorized for each cemetery visited by the Constabulary command.

THE NATIONAL ANTHEM

307 (*a*) Whenever the National Anthem is played at any place where persons belonging to the military service are present, all officers and enlisted men not in formation will stand at attention facing toward the music (except at retreat, when they will face toward the flag). If in uniform, covered or uncovered, or in civilian clothes, uncovered, they will salute at the first note of the anthem, retaining the position of salute until the last note of the anthem. If not in uniform, but covered, they will uncover at the first note of the anthem, holding the headdress op-

posite the left shoulder and so remain until its close, except that in inclement weather the headdress may be slightly raised.

(*b*) The same rules apply when **"To the Color"** or **"To the Standard"** is sounded.

308. The same marks of respect prescribed for observance during the playing of the National Anthem of the United States shall be shown toward the National Anthem of the Philippines or of any other country when played upon official occasions.

309. When the National Anthem, **"To the Color"** (Standard), or the **"General's March"** is played as a part of the honors rendered, the person honored, staff officers and others attending him salute at the first note of the ruffles and flourishes, and remain at the salute until the last note is sounded.

FUNERAL ESCORT

310. The funeral escort of an officer will, if practicable, be commanded by an officer of the same grade as was held by the deceased and will consist as indicated below:

(*a*) For the Commander in Chief—as may be directed by the Chief of the Corps;
(*b*) For the Chief or retired chief—as may be directed by the Acting Chief or Chief of Staff;
(*c*) For a Colonel—one battalion (4 companies);
(*d*) For a Lieutenant Colonel—three companies;
(*e*) For a Major—two companies;
(*f*) For a Captain—one company;
(*g*) For a Lieutenant—two platoons.

(For authorized expenditure of blank cartridges, see par. 591.)

311. The funeral escort for an officer killed in action will be as directed by the Chief or by the District Commander.

312. The funeral escorts for enlisted men who died in ordinary line of duty will be:

(*a*) For Sergeant major, staff sergeant, or first sergeant—20 men (2 squads, 2 guides, a first sergeant or sergeant in command, 1 bugler);

(*b*) For a sergeant—16 men (2 skeleton squads, 2 guides, a sergeant in command, 1 bugler);

(*c*) For a corporal—9 men (skeleton squad, a corporal in command, 1 bugler);

(*d*) For a private—8 men (skeleton squad, a corporal in command, 1 bugler).

313. The funeral escort for an enlisted man killed in action will be as directed by the officer in charge of troops or by the District Commander, as circumstances may dictate.

314. Six pall bearers will be selected from members of the same grade as the deceased, or of the next grade above or below.

315. The honor prescribed for an officer or enlisted man who dies in active service is paid on the occasion of the funeral of an officer or enlisted man retired after twenty years or more of honorable service.

316. The badge of military mourning prescribed for the Philippine Constabulary will consist of a band of black crepe or plain black cloth 4 inches wide, worn around the left sleeve of the outer garment between the shoulder and the elbow. When the saber is worn, a knot of black crepe 4 inches wide and 20 inches long will be attached to the hilt. However, no badge of military mourning will be worn with the uniform unless prescribed by the Chief except that officers in mourning for members of their families may wear the prescribed sleeve band, or when actually attending funeral ceremonies.

317. It is customary for all persons meeting or passing a funeral procession to remove the hat in deference to the dead. Members of the Constabulary should conform to this custom.

Article XI.—UNIFORMS AND INSIGNIA

THE WEARING OF UNIFORM

318. The clothing, headgear, footgear, insignia, and other articles specified and described hereinafter will constitute the prescribed uniform of the Philippine Constabulary, and will be worn in the combinations and on the occasions indicated unless otherwise directed by competent authority. Articles will conform to the designs and patterns deposited with the Quartermaster. Whenever changes in design or material of uniform clothing are directed in orders, all members of the Constabulary are authorized to wear out existing clothing, but uniforms procured after promulgation of the changes will be of the new type.[6] (Sec. 842, Adm. Code.)

319 (*a*) Officers absent from the Philippines will wear civilian clothing, except at ceremonies or functions where the uniform may be appropriately worn. This applies to officers traveling on United States Army transports as well as on commercial liners and at hotels en route.

(*b*) Officers will not wear civilian clothing while in the Islands except for purposes of recreation, or when on leave of absence, unless authorized by the Chief.

(*c*) Enlisted men may wear civilian clothing while on furlough, but not while absent on ordinary pass except by special permission of the Company or Detachment Commander.

320 (*a*) Retired officers and enlisted men eligible to recall to the active list may on ceremonial, military, or quasi-military occasions wear the uniform with the insignia of the Corps and of the rank held at the time of retirement.

[6] For violations of the law governing the wearing of uniforms, see Art. 333, Penal Code.

The wearing of Headquarters, District, Division, or Branch insignia is forbidden.

(*b*) The wearing of the Constabulary uniform by retired officers or enlisted men at political meetings, or in localities where political elections are in progress, or are in course of preparation, is prohibited. (See par. 179.)

321 (*a*) Officers on duty with Moro Companies in the District of Mindanao–Sulu are authorized to wear the red fez, with black tassel, instead of the uniform cap.

(*b*) Enlisted men of Moro Companies, when not on Field Service, will wear the red fez with black tassel.

322 (*a*) The regulation shoe for officers and enlisted men will be made of russet leather with high-laced top and of the prevailing military style.

(*b*) Officers will wear woolen puttees or leather leggins with breeches when in garrison or field uniforms. Enlisted men will use woolen puttees only.

(*c*) Officers are authorized to wear field or dress boots, conforming with the patterns specified by the United States Army regulations. Spurs will always be worn with the boots, mounted or dismounted.

323. In the Mountain Province officers and enlisted men may wear khaki knee-length **"shorts,"** with woolen puttees or olive drab or khaki stockings (folded once below the knee), except when attending ceremonial parades, reviews, or social functions.

324. The khaki trousers with red piping in the outer seams will be made of similar material as that used in the breeches, and cut on the lines of ordinary civilian trousers. Officers, sergeant majors, staff sergeants, and enlisted men on duty in offices, hospitals, or on transportation or supply duty are authorized to wear khaki trousers except when on guard, at drill, or on other formations under arms.

325. Company Officers, Provincial Commanders, and other Inspecting Officers of the line will wear the uniform and equipment appropriate to the occasion, whether at drill,

inspection, parades, or on field service. Such uniform will habitually correspond to the uniform worn by troops on the occasion.

326. The nickel-plated chain saber sling will ordinarily be used with the garrison uniform, and with the white uniform when the saber is worn. The leather saber sling will be used with field service uniform when the saber is prescribed.

327. Officers and enlisted men while suspended from command or duty for disciplinary reasons, or while under Constabulary or civil arrest, will not be permitted to wear the distinctive Headquarters, District, or Division insignia of the Corps, or to wear decorations, medals, or ribbons, or the Sam–Browne belt.

CLASSIFICATION OF UNIFORMS

328 (*a*) Uniforms are classified as follows: (1) **Field service uniform,** (2) **Garrison uniform,** (3) **White uniform,** (4) **Mess uniform for evening dress.** (For cadet uniform, see pars. 354–358.)

(*b*) The military overcoat and short overcoats as prescribed in these regulations are authorized for use in the Commissioned Service, and for Constabulary cadets.

(*c*) The fatigue uniform consisting of a blue over-all is authorized for all enlisted men when on fatigue or other manual labor.

FIELD SERVICE UNIFORM

329. The field service uniform will consist of the campaign hat with hat cord, khaki shirt, khaki breeches with tan leather shoes and leggin, or field boots, or (in the Mountain Province) khaki knee-length shorts with woolen puttees or woolen socks.

330. In the field, at reveille, on drill, at inspections, or during guard duty at night, officers will wear the field uniform. The coat may be worn or not at the option of the officer.

331 (*a*) The campaign hat for officers will be of the prevailing military type having a brim about 3⅛ inches in width and a crown 5¼ inches in height.

(*b*) The hat cord will be double and of gold or gilt, 3/16 inch in diameter, each end terminating with an acorn 1¼ inches in length. The cup in red will be ⅝ inch in diameter, and the kernel ⅜ inch in diameter will be of the same material as the cord.

(*c*) The slide or keeper, which is red and of the same material as the cup of the acorn, will be worn in front of the hat.

(*d*) For general officers the hat cord, slide, and acorn will be entirely of gold.

332. The khaki or olive-drab flannel shirt will have shoulder loops of the same material as the shirt, about 1½ inches wide at the base, stitched to the shirt at the shoulder seam, and gradually tapering toward the tip, which will fasten to a flat brown or olive drab button affixed to the shirt about 1 inch below the seam of the collar.

333 (*a*) Except when on actual field operations or other duties in remote places or isolated country, a black four-in-hand tie will habitually be worn with the khaki or olive-drab shirt.

(*b*) When the coat is not worn the insignia of rank will be affixed to the shoulder loops of the shirt, in the same position as on the straps of the uniform coat. The Corps insignia will be worn on the right and the Branch or Division insignia on the left side of the collar each one inch from the vertical edges of the collar and midway between the upper and lower edges. When the coat is worn no insignia will be affixed to the shirt.

334. The khaki breeches will be made of the same material as the khaki coat, singled-seated and loosely fitting about the buttocks and legs to a point just below the knees. They will extend to the top of the shoes, slitted at the outer sides, and made to fit closely with laces. There will be one watch pocket, two side pockets, and one or two hip pockets. The seams extending down the outside of the

legs will be lined with red piping from waistband to the slit at the knees.

335. The khaki shorts will be of the same material and general design as the trousers, except that they will be cut short at or just above the knee, with an inside hem from 1½ to 2 inches in width.

336 (*a*) When equipped for field service officers will wear the Sam–Browne belt with two cross straps without district insignia, crossing at the back but carried over under the shoulders loops straight to the belt rings without crossing in front. The second strap may be attached by means of an additional ring fixed to the belt at the back, and a sliding leather loop, with connection strap and buckle, in front.

(*b*) The following arms and equipments will ordinarily be carried by officers on duty with troops equipped for field service or for inspection:

(1) Pistol or revolver, caliber 45, in holster attached to the Sam–Browne belt over the right hip.

(2) Leather pouch or pocket containing 20 rounds of revolver ammunition, or two clips of pistol ammunition, on right side of Sam–Browne belt next to the buckle.

(3) Canteen with cover, over the left buttock, attached to the belt or to strap passing over the right shoulder.

(4) Field-glass (optional), on the left side, in front of the canteen.

(5) Whistle.

(6) Compass, notebook, and pencil.

THE GARRISON UNIFORM

337. The garrison uniform will consist of the campaign hat with hat cord, khaki cap or red fez with black tassel, khaki coat with red shoulder straps, khaki breeches, Sam–Browne belt, tan or cordovan-brown leather shoes and leather leggins, and field or dress-boots. (For badge of military mourning with the uniform, see par. 316.)

338 (*a*) The service coat will be made of khaki material of approved grade or quality, single-breasted, fitting loosely over the chest and shoulders, but closely at the waist; and shall have a slit at the back extending from the lower edge

of the belt line to the edge of the skirt. It will be fastened down the front with four regulation coat buttons, equally

(*b*) The body of the coat will be made of six pieces, the skirt at the back extending to the crotch. The overlapping edges will be straight from the top button to the bottom of the skirt and shall remain overlapping for not less than three inches at the bottom when in a standing position, without the use of hooks and eyes, the coat being made sufficiently full over the hips for that purpose. The corners will be cut square.

(*c*) The collar will be folded over with V-shaped indentations at the junction of the lapel, the lapels joining at the top button, which should be placed on a line with the flap-seam of the upper pockets.

(*d*) The sleeves will have a cuff with red piping at its base which at the inner side will be parallel to and about 3½ inches above the lower end of the sleeves. On the outer side, the cuff will taper to a point midway between the two sleeves seams, and not less than 5½ inches above the lower end of the sleeves.

(*e*) There will be four outside patch-pockets of suitable dimensions, according to the size of the coat, the two upper with a vertical pleat one and three-fourths inches wide placed so that the upper lines are horizontal. The top edges of the lower pockets will be not less than one inch below the waist line. All pockets will be slightly rounded at the lower corners and will have a flap, fastened by a small regulation button.

(*f*) In garrison a soft shirt with fold-over collar of khaki or buff material, and a black four-in-hand tie will be worn with the khaki coat. Officers on duty in the Mountain Province may, when not at drill or on parade, wear khaki or olive drab woolen uniforms of a pattern and design similar to the prescribed khaki uniform.

339. A red shoulder strap of prescribed pattern will be worn with the khaki coat. The straps will be fastened at

the point of the shoulder with a loop and at the end near the collar by a small regulation button.

340. The cap will be made of khaki cloth (white with the white uniform) and of the prevailing military style with a band of mohair cloth 1⅞ inches in width around the entire cap, and a ½ inch gold strap in front, fastened with the small regulation buttons at both ends of the visor.

341 (*a*) The **Sam–Browne** military belt is prescribed for commissioned officers. On the cross strap, half-way between the edge of the right shoulder strap and the button of the right upper pocket, will be affixed the insignia of Headquarters or the District in which the officer is assigned for duty.

(*b*) The belt will be used on all occasions when the khaki uniform coat or the flannel shirt is worn, except that it may be removed when an officer is off duty and indoors.

(*c*) The belt will be worn so that the buckle rests as nearly as possible between the fourth and fifth buttons of the coat. The supporting strap is attached to the stud at the back, passes under the right shoulder strap and fastens on the stud on the left of the buckle.

THE WHITE UNIFORM

342 (*a*) The white uniform will consist of the white cap, (red fez for officers serving with the Moro companies only), white coat, white trousers, white shoes, and white socks. This uniform will be habitually worn on official and formal social occasions, except when the officer elects to wear the evening Mess Uniform, as provided for in par. 345.

(*b*) In garrison officers may wear the white uniform when off duty. In Mountain Stations, during cold weather, the khaki or olivedrab woolen uniform may be worn in lieu of the white uniform, at the discretion of the local Commanding Officer. (See par. 344.)

343. The white coat will be made of white duck or linen, single-breasted, of the adopted standard sack coat pattern, cut to fit the figure, and closed in front with suitable concealed small buttons. The collar will be standing, height

to conform with the neck, fastened with hooks and eyes, and trimmed with a flat white braid as wide as the collar itself. On each shoulder there will be a loop of the same material as the coat, let in at the sleeve-head seam, and reaching to the edge of the collar, buttoning at the upper end with a small regulation button; the loops will be about 2½ inches wide at the lower end, and 1½ inches wide at the collar edge. There will be a vertical opening on each side of the hip about 6 inches long, closed with three small concealed buttons, and on the left side a slit not exceeding 3 inches, above the opening, will be provided to admit the hooking up of the saber. The coat will be trimmed with flat white braid 1¼ inches in width, of adopted standard, down the front edge, along the bottom of the skirt and at least 6 inches upward on both sides of the vertical openings. The skirt will extend to ⅓ of the distance from the point of the hip to the bend of the knee. The sleeve will have the ordinary civilian cuff.

344 (*a*) Officers stationed in the subprovince of Benguet are authorized and may wear, in lieu of the white uniform, a blue serge uniform of the same pattern and design as the khaki coat and trousers, the red piping being placed as in the khaki coat and trousers. The red shoulder straps will be limp, and stitched to the seam at the shoulder. The cap will be of the same color as the rest of the uniform, of the same general pattern as the khaki cap, but with black braid.

(*b*) The trousers will be of the same material as the coat, fitting smoothly, long enough to cover the ankle, and without cuffs.

EVENING DRESS

345. The Mess Uniform for evening wear may be worn by officers on social or ceremonial occasions unless the white uniform has been prescribed by the local Commanding Officer. Under no circumstances will the Mess Uniform be worn before sunset.

346. The mess jacket will be made of white linen or cotton duck, the body cut on the lines of a civilian evening dress

coat to point of the hips, curved to a peak behind and in front. It will have two buttonholes on each front below the turn of the lapel, the lower being about 1½ inches from the bottom of the jacket; and three large regulation coat buttons on each side, spaced from 2 to 3½ inches apart and detachable. The lapels will be peaked. For general officers the sleeves will have a cuff of heavy white braid, 4 inches in width; and for other officers, the sleeves will have a band of white braid ½ inch in width, the lower edge 2½ inches from the end of the sleeves. With the mess jacket officers will wear shoulder knots of gold or gilt cord, ¼ inch in diameter, the knot formed of four plaits of three cords and rounded at the top with a small regulation button in the upper end of knot. The knot with a flexible backing covered with red cloth will not be more than 5½ inches in length and 2½ inches in width, conforming to shoulder. (For sleeve insignia, see par. 365.)

347. The trousers, which will be without hip pockets, will be made of white duck or black broadcloth; worn supported by suspenders, without buckle or strap at the back. They will fit closely at the waist, in such a way that the shirt will never be exposed between the top of the trousers and the lower edges of the jacket, whatever position the body may assume. The black trousers will have two parallel stripes of black silk braid, each about two-thirds inch in width, one stripe on either side of the outer seam, with a space of one-fourth inch between the stripes.

348 (*a*) The vest will be made of white duck, single-breasted, of the prevailing pattern and design of an evening dress vest, with three small regulation buttons.

(*b*) A white shirt with cuffs and a stiff collar and a small black tie will be worn with the evening dress.

349. The white cap (or red fez in the case of officers serving in Mindanao–Sulu), will be worn with the evening dress.

350. With white trousers, white shoes and white socks will be worn. With black trousers, black shoes, and black socks will be worn.

THE OVERCOAT AND THE SHORT OVERCOAT

351. The Overcoat (olive-drab) will be:

(*a*) In general—A double-breasted, roll-collar, convertible style and notch-lapel ulster, of olive-drab woolen material, of adopted standard and suitably lined.

(*b*) Body—To be buttoned down the front with a double row of large regulation overcoat buttons, 3 on each side below the roll of the lapel, with the top buttons approximately 6½ to 7 inches apart, depending upon the conformation of the wearer, and the bottom buttons approximately 4½ inches apart. An additional button will be placed under the lapel and a buttonhole at the top of each lapel for use when convertible collar is used.

The back to be plaited and to have back straps let into the side seams, at the waist line, to button together with two large buttons and buttonholes.

(*c*) *Opening*—The lining to be slit and fastened to pocket openings to allow the hand to go through to pocket of breeches and permit the hooking up of saber. Slit to be closed with a small button and buttonhole inside.

On the left side in the underarm cut to have a sword slit about 5 inches long, bottom of slit about 1 inch above the pocket with a tongue on the inside fastened with a small button and buttonhole.

(*d*) Pockets—Two outside welted, one on each side, with vertical openings. The center of pocket about opposite the lower button and placed on a line with the front seam of sleeve.

Two large front hip pockets, pocket mouth horizontal, about 8 inches across and on line with the bottom button. Packets covered with a flap, slightly rounded at the corners, flaps to go in and out. One inside pocket, left breast, of suitable size.

(*e*) Shoulder loops—On each shoulder a loop of the same material as the coat, let in at the sleeve head seam, buttoning at the upper end with a small overcoat button. Loops to be about 5 inches long, 2½ inches wide at the lower end, and 1½ inches wide at the upper end, which will be slightly pointed.

(*f*) *Skirt*—Not to be longer than to reach 10 inches below the knee or not shorter than to reach 1 inch below the knee. To have a slit in the back extending from bottom of back strap to bottom of skirt and closing with small concealed buttons and buttonholes. The front corners to be provided with button and flap, so that corners may be turned back to facilitate marching.

(*g*) Sleeve—To be without cuff or slit. (For insignia, see par. 366.)

352. The short overcoat (olive-drab) will be double-breasted, lined or unlined, of suitable olive-drab woolen material, with a shawl-roll collar approximately 6 inches in

width, buttoned down the front with a double row of large regulation overcoat buttons, 3 on each side below the roll of collar, with additional buttons or loops so that coat can be buttoned to the neck. To have an all-round detachable belt of cloth, of same material as coat, held in place with loops of same material sewed on at side seams. The coat to extend to 6 inches above the knee. To have a slit in the back extending from the bottom upward about 15 inches, and to have two outside patch pockets. On each shoulder a loop of same material as coat let in at the sleeve head seam and buttoning at the upper end with a small overcoat button, loops to be about 5 inches long, 2½ inches wide at the lower end, and 1½ inches wide at the upper end, which will be slightly pointed.

THE CADET UNIFORM

353. The field and garrison uniforms of cadets will be the same as those prescribed for officers, except that cadet noncommissioned officers and privates will not wear the Sam-Browne belt when in field uniform. When in garrison uniform, they will wear the belt without the cross strap. Woolen puttees will be worn instead of leather leggins.

354 (*a*) The dress uniform for cadets will be a blue serge coat with black braids, cut as prescribed in paragraph 343.

(*b*) The trousers will be of white duck cut in the same pattern and style specified in paragraph 344.

(*c*) The cap, made as prescribed in paragraph 340, will be of the same material as the coat, with black braid, and with a black leather strap, ⅜ inch in width.

(*d*) The shako must be made of the same material as the coat, with red plume and black visor. It will be worn only for dress parade, formal ceremonies and when specifically ordered.

(*e*) White buckskin or canvas shoes with white socks prescribed with the dress uniform.

355 (*a*) The hat cord will be double and of black thread, shot with gold; slide and acorn in old gold.

(*b*) The shoulder knots for the khaki uniform will consist of three rows of black cord, shot with gold, plaited in loops of eight.

UNIFORMS OF ENLISTED MEN

356. The hat, khaki shirt, khaki breeches, puttees, shoes, and other articles prescribed for use of enlisted men will be similar to those prescribed for officers though not necessarily of the same in quality.

357. The hat cord for the enlisted men will be similar to that prescribed for officers, except that it will be of khaki material; the slide, and the acorn with its cup in red.

358. The field service uniform will consist of campaign hat, flannel or khaki shirt with a black four-in-hand tie, khaki breeches, puttees, and russet leather or hemp-soled canvas shoes. This uniform will habitually be worn on exterior guard duty, informal garrison duties including drill, and on field service unless otherwise prescribed by the Station Commander or superior authority.

359 (*a*) The garrison uniform of enlisted men consists of campaign hat, khaki coat, khaki breeches, woolen puttees and russet leather shoes. This uniform will be worn on all formal garrison duties and ceremonial formations unless otherwise prescribed by the Station Commander or superior authority.

(*b*) On guard duty between retreat and reveille, at drill or on fatigue, and on rainy days, the flannel or khaki shirt will be worn.

360 (*a*) The service coat for enlisted men shall be made of khaki drill of approved quality and will be of the same pattern as the officers service coat. It shall be single breasted, fitting loosely over the chest and shoulders, but closely at the waist and shall have a slit at the back extending from the lower edge of the belt line to the edge of the skirt. It shall be fastened down the front with four regulation coat buttons, equally spaced, the lowest at the waist line. The body of the coat will be made of six pieces, the skirt at the back extending to the crotch. The overlapping edges will be straight from the top button to the bottom of the skirt and shall remain overlapping for not less than three inches at the bottom when in a standing position, without the use of hooks and eyes, the coat being

made sufficiently full over the hips for that purpose. The corners will be cut square.

(*b*) The collar will be folded over with V-shaped indentations at the junction of the lapel, the lapels joining at the top button, which should be placed on a line with the flap-seam of the upper pockets. The sleeves will have a cuff with red piping at its base which at the inner side will be parallel to and about 3½ inches above the lower end of the sleeves. On the outer side, the cuff will taper to a point midway between the two sleeve seams, and not less than 5½ inches above the lower end of the sleeve.

(*c*) There will be four outside patch pockets as prescribed in paragraph 338–e.

(*d*) The shoulder straps will be made of the same material as the coat, two inches wide at the lower end, 1½ inches wide at the upper end, with a red border ¼ of an inch in width. The lower end will be let in at the head seam of the sleeves just in front of the shoulder seam with which it will run parallel, and will be cross-stitched for a distance of two inches. The upper end will reach the collar, and will be fastened to the coat at the top of the shoulder with a small regulation button.

(*e*) *Dickies or khaki shirts.*—A dicky or a soft shirt with fold-over collar of khaki or buff material and a black four-in-hand tie will be worn with the khaki coat.

(*f*) A tan leather waist belt will be worn with the garrison uniform.

UNIFORM OF THE ENLISTED MEN OF THE BAND

361 (*a*) For ordinary garrison duties enlisted men of the Band will use the garrison uniform prescribed in paragraph 360 except that khaki canvas leggins will be used instead of the spiral puttees.

(*b*) For dress parade, formal reviews and ceremonies, or when prescribed, enlisted men of the Band will wear:

1. A khaki cap with black visor, red band, and black leather visor-strap ⅜ inch in width;
2. White canvas belt, two inches wide;
3. White canvas leggins;
4. Music pouch on the right hip just below the belt and suspended from the left shoulder with a white canvas cross strap.

362 (*a*) The white uniform will be of the same pattern and style as the khaki service coat and khaki trousers except that the coat will be closed with a standing collar fastened with 2 small gilt collar buttons, omitting the red trimming on the shoulder strap and the red piping on the trousers. It will be worn by the Band only on occasions designated by the Conductor or Officer Commanding.

(*b*) With the white uniform will be worn white shoes, white socks, and white cap, this having a patent leather visor-strap $\frac{3}{8}$ inch in width.

INSIGNIA

363. The insignia of rank and the insignia of the several Branches or Divisions of the Constabulary will be the same as those prescribed for the United States army, except as modified in these regulations. (See Illustrations.)

364. A. Corps—The Philippine Constabulary Coat of Arms. (See Illustrations.)

For officers:

(*a*) As cap device—for all officers $2\frac{3}{8}$ inches in height and $2\frac{3}{8}$ inches from tip to tip of outspread wings of the eagle.

(*b*) As collar insignia for all officers $1\frac{1}{8}$ inches in length and $1\frac{1}{8}$ inches from tip to tip of outspread wings.

(1) In open coat—Corps insignia will be worn on both sides centered on the collar $\frac{3}{4}$ inch above the notches of the lapel.

(2) In closed coat—Corps insignia will be worn on both sides 1 inch from each end of the collar and midway between the upper and lower edges.

For enlisted men:

(*a*) As hat device—The present district insignia. (See Illustrations.)

(*b*) As collar insignia—(See Illustrations)—To be worn as in the case of officers.

B. Branches of the Service.

For officers:

(*a*) As collar insignia.

(1) In open coat—The Branch insignia will be worn on both sides centered on the lapels below the corps insignia, 1 inch below the notch of the lapel.

(2) In closed coat—The Branch insignia will be worn ⅝ inch from the Corps insignia.

(*b*) The Headquarters or the District insignia will be worn on the shoulder loops of the white uniform midway between the rank insignia and the small button.

(*c*) The District insignia will also be worn on the cross strap of the Sam-Browne belt as prescribed in paragraph 341.

For enlisted men:

(*a*) As collar insignia—(See Illustrations)—to be worn as in the case of officers.

C. The insignia of commissioned rank will be worn as follows:

(*a*) Brigadier General—One five-pointed star in the center of red straps or loops, point up.

(*b*) Colonel—Eagle, head up, beak to the front, in middle of red straps or loops, talons of eagle ⅝ inch from sleeve end of red straps or loops.

(*c*) Lieutenant Colonel—Oak leaf, silver, point up, in middle of loop, stem of leaf ⅝ inch from sleeve end of red strap or loop.

(*d*) Major—Oak leaf, gold, to be worn same as oak leaf of Lieutenant Colonel.

(*e*) Captain—Two silver bars, ¼ inch apart, in middle of loop, lower bar parallel to and ⅝ inch from sleeve end of red strap or loop.

(*f*) First Lieutenant—One silver bar in the middle of loop, parallel to and ⅝ inch from sleeve end of red strap or loop.

(*g*) Second Lieutenant.—One gold bar worn as a First Lieutenant's bar.

D. Chevrons to denote grade in the enlisted service:

(1) Master Sergeant (Band only)—Three chevrons and an arc of 3 bars, the upper bar of arc forming a tie to the lower chevron.

(2) Sergeant Major—Three chevrons and an arc of 2 bars, the upper bar of arc forming a tie to the lower chevron.

(3) Staff Sergeant, First Sergeant, First Class Sergeant, Medical Division and Drum Major in the Band—Three chevrons and an arc of one bar forming a tie to the lower chevron. Within the chevrons will be: crossed quills for Staff Sergeant, a lonzenge for First Sergeant, a caduceus for First Class Sergeant of the Medical Division and crossed batons for the Drum Major in the Band.

(4) Sergeant—Three chevrons: with caduceus in case of the Medical Division and with lyre in case of the Band.
(5) Corporal—Same as for Sergeant except that there will be only two chevrons.
(6) Lance Corporal—Same as for corporal except that there will only be one chevron.

The above chevrons will be made of red felt cloth ¼ inch wide and superimposed on khaki cloth.

365. The *service stripe* prescribe for the enlisted men is a straight stripe of red felt cloth ¼ of an inch wide and 2½ inches long, firmly sewed horizontally on the outer side of each cuff ½ of an inch above the lower edge thereof and midway between the two seams. An additional stripe shall be added for each reënlistment so that a soldier serving in his third enlistment will wear two stripes spaced ⅛ of an inch apart.

366. The sleeve insignia to be worn on the Mess Jacket will be:

(*a*) Brigadier General—White embroidered star, 1½ inches above the upper edge of the white braided cuff.
(*b*) Other officers—
(1) Colonel—A knot composed of 3 loops, 1 large upper and 2 small lower loops, to be formed by 5 rows of ⅛-inch white cord.
(2) Lieutenant Colonel—Same as for Colonel except that there will be 4 rows of cord.
(3) Major—Same as for Colonel except that there will be 3 rows of cord.
(4) Captain—Same as for Colonel except that there will be 2 rows of cord.
(5) First Lieutenant—Same as for Colonel except that there will be 1 row of cord.
(6) Second Lieutenant—Same as for Colonel except that there will be no loops.

367. The sleeve insignia on the overcoat or short-overcoat will be as follows:

(*a*) For General Officers—Two bands of black mohair braid, the lower band to be 1¼ inches in width, and about 2½ inches from the lower edge of the sleeve, the upper band to be ½ inch in width and 1½ inches above the lower band.
(*b*) For other officers—As prescribed for the mess jacket, according to rank, except that the braid will be of black mohair.

368. The Cadet insignia of rank will be:

(*a*) For Cadet Captain—three stripes of gold braid, ⅜ of an inch wide set in rows ¼ of an inch apart on a V-shaped chevron of navy blue, 6 inches in length and 2⅛ inches in width.

(*b*) For Cadet First Lieutenant—a similar chevron 1½ inches in width, with two stripes only.

(*c*) For Cadet Second Lieutenant—a similar chevron ⅞ of an inch in width with one stripe only.

(*d*) The chevrons will be worn stitched flat on the outer side of the sleeves of the coat, at the shoulder seam.

(*e*) With the field uniform, chevrons, the stripes of which will be navy-blue on a khaki base, will be worn.

(*f*) Cadet Noncommissioned Officers will wear the same chevrons, as prescribed for noncommissioned officers of the line, except that the stripes will be of gold braid on a navy-blue base for garrison and dress uniforms, and navy-blue stripes on a khaki base for the field uniform.

369. Cadets of the **First Class** will wear, with garrison and dress uniforms, a class stripe consisting of a double row of gold braid, ¼ of an inch wide superimposed on a navy-blue base, 2½ inches long and ⅞ of an inch wide, which will be stitched horizontally on the outer side of each sleeve, 3 inches above the end of the cuff, midway between the seams. Cadets of the **Second Class** will wear a similar class badge, except that it will have only one stripe of ½ inch in width. Cadets of the **Third Class** will not use any class stripe.

Article XII.—CAMPAIGNS AND EXPEDITIONS

REPORT OF ENGAGEMENTS OR SKIRMISHES

370 (*a*) After every encounter with outlaws or other enemies of government, the officer in charge of troops engaged will, as soon as practicable, prepare and dispatch to Headquarters through regular channels a detailed account thereof.

(*b*) If such reports are made in the field in pencil, one carbon copy should be retained by the sender. Two additional copies of the reports should be made in the office of the District Commander, one of which together with the original, should be transmitted by indorsement to the Adjutant.

(*c*) Such reports will invariably show all Constabulary casualties (killed, wounded, or missing), with the rank, name in full, and the unit to which each belonged. Explanations or details necessary to a full understanding of possible claims upon the Pension and Retirement funds will be furnished. The situation and gravity of wounds, the time received, and the circumstances should be indicated.

371. All officers will use special care in reporting engagements and skirmishes in which they may have participated, giving the date, place, number of outlaws killed, wounded, or captured, and number of arms captured.

372. Officers when submitting reports of field service in hostile districts, encounters with armed outlaws, etc., should state whether or not it is considered that the operation warrants the award of a campaign medal. If so, a concise descriptive summary of the report, with a list of all officers and enlisted men who actively participated therein should be submitted through the District Commander to the Adjutant within thirty days after its termination.

373. Upon the close of active field operations, Company or Detachment Commanders will submit to the senior Constabulary line officer present with the field force, a list of officers and enlisted men of their units who have taken part in the operations. These lists will be forwarded, with pertinent recommendations, through the District Commander, to the Adjutant for consideration by the Chief.

CLASSIFIED CAMPAIGNS AND EXPEDITIONS

374. The following field operations and expeditions are classified as Constabulary campaigns, for which service medals and ribbons are authorized. All officers and enlisted men who took active part in such campaigns and Assistant Chiefs or Commanding Officers and their executive staff officers who were at the time within the general zone of operations, are entitled to the corresponding campaign medals and ribbons (see Illustrations):

(*a*) LUZON CAMPAIGNS

(LUZON MEDAL AND RIBBON)

(1) Between March, 1902, and July, 1904, in the Provinces of **Bataan, Batangas, Bulacan, Cavite, Laguna, Rizal, Isabela,** and **Cagayan** against Faustino Guillermo and Lucio San Miguel and other outlaw leaders and their followers;

(2) Between June, 1901, and September, 1906, in the Provinces of **Batangas, Cavite, Laguna,** and **Rizal,** against Sakay, Felizardo, De Vega, Villafuerte, Montalan, and their followers;

(3) Between December, 1901, and July, 1910, in the Provinces of **Bulacan, Bataan, Nueva Ecija, Pampanga,** and **Tarlac** against Felipe Salvador and his followers;

(4) Between June and September, 1903, in the Provinces of **Albay, Ambos Camarines,** and **Sorsogon,** against Simeon Ola and his followers;

(5) Between January and February, 1904, in Northern Luzon, against the mutineer Ayala and his followers (Ilocos Sur, Amburayan, and Lepanto);

(6) Between January, 1913, and November, 1915, Apayao region, Northern Luzon, against outlaw Mabbangui and followers.

(*b*) VISAYAN CAMPAIGNS

(VISAYAS MEDAL AND RIBBON)

375. (1) Between January, 1902, and November, 1907, in the Province of **Leyte,** against organized insurgent and *pulajan* forces;

(2) Between April, 1902, and June, 1907, in the Islands of **Cebu, Negros,** and **Panay,** against Quintin and Anatalio Tabal, *Papa* Isio, and other outlaw chiefs and their followers;

(3) Between February, 1904, and June, 1911, in the Province of **Samar,** against organized *pulajan* forces under *Papa* Pablo, Pedro de la Cruz, Enrique Dagujob, Otoy, and other leaders;

(4) Between 1916 and 1917, in the Provinces of **Antique, Capiz,** and **Iloilo,** against Braulio Valentin *alias Oto Derable* and his followers.

(*c*) MINDANAO–SULU CAMPAIGNS

(MINDANAO–SULU MEDAL AND RIBBON)

376. (1) Between March, 1903, and April, 1904, in the Province of **Surigao** (the Adriano Concepcion operations);

(2) In 1905 against Datu Ali and followers;

(3) Between May, 1905, and May, 1906, in the **Jolo** group, against outlaw Pala and other hostile Moro leaders and their followers;

(4) Between June, 1906, and December, 1908, for the several separate campaigns in Davao Province, against Simbanan and Mangalayan, murderers of Governor Bolton, and the Badudao outlaws, Eastern Davao; in Lanao, Cotabato, and Eastern Zamboanga, against Sultan Sa Dimabara, Sultan Sa Dilumbayan, Sultan Uali-Ulama, Ampuan-Agaos, Amai-Brunai, Makapato, Hakim Nuval, and other Moro outlaw leaders and their followers;

(5) Between April, 1908, and October, 1913, against Manobo outlaws under the leadership of Datu Bagani Tawidi, Baganis Pade, Catot, and Udab in Agusan and Eastern Bukidnon;

(6) Between July 1, 1911, and October, 1913, against Lanao outlaws—American troops and Scout coöperating with the Constabulary;

(7) Between November 25, 1911, and October 22, 1913, in Jolo, Sulu, "Disarmament Campaign" in which Constabulary coöperated with United States troops, against various bands under the leadership of Nakib Amil, Datus Tahil, Tambuyan, Sahita, Japal, Sabtal, and other minor chiefs, in which campaign occurred four major actions at Bud Bagsak, Sahita's Cotta, Bud Talipao, and Sabtal's Cotta;

(8) Between May, 1914, and July, 1917, in **Cotabato, Bukidnon, and Lanao** Provinces (the Pidatan operations);

(9) Between November, 1914, and May, 1917 (the **Sulu** pacification campaign);

(10) Between July and November, 1918, in the **Sulu** group, against Sampang and Jauni;

(11) On January 28, 1923, in Tandu, **Sulu,** against outlaw Bara; on May 19, and between May 29 and 31, 1923, in **Pata Island, Sulu,** against Moro Acbara and his followers;

(12) Between August 4 and 5, 1923, in **Gurain** and **Tugaya, Lanao,** against Moro fanatics;

(13) Between October 14, 1923, and June 4, 1924, in **Cotabato** and **Lanao,** against Datu Santiago and his followers (**Bugasan** Campaign);

(14) Between January 9 and May 31, 1924, in **Surigao** and **Agusan,** against the *Colorum* fanatics and outlaws;

(15) Between January 24 and 25, 1925, in **Lanao,** against outlaw Pagumpatan and his followers;

(16) Between May 26 and 27, 1925, and on August 26, 1927, in **Lanao,** against Sultan sa Raya and his followers;

(17) On November 11, 1925, in **Cotabato,** against Moro outlaws at **Badak, Buluan,** and between November 11 and 17, 1925, in **Cotabato,** against Maranao outlaws;

(18) On April 5, 1926, in Lanao, against Moro outlaws at **Binidayan;**

(19) Between May 24 and 29, 1926, in **Lanao,** against Moro outlaws at **Tugaya.** (Tugaya Campaign);

(20) On January 31, 1927, in **Sulu,** against Datu Tahil and his followers;

(21) On January 31, 1927, at **Kabakan, Cotabato,** against the "Alankat" fanatics under the leadership of Moros Angkay and Maon;

(22) Between August 24 and 26, 1927, at **Puted Cotta, Lanao,** against Amai Ambuluto;

(23) Between May 18 and 19, 1928, in **Lanao,** against Sultan sa Buisan.

Article XIII.—DECORATIONS, SERVICE MEDALS, BADGES, AND RIBBONS

377. The following authorized decorations and medals with their corresponding ribbons are authorized for the Philippine Constabulary: **Medal for Valor; Distinguished Conduct Star; Distinguished Service Star; Service Medals for campaigns** in Luzon, in the Visayas, in Mindanao and Sulu; **World War Victory Medal** for P. C. service during the World War; and the **Long-Service Medal** for twenty years of honorable service on the active list. (For wearing foreign medals, see par. 391.)

378 (*a*) The **Medal for Valor,** the **Distinguished Conduct** and **Distinguished Service Stars** are **classified** as **Decorations.** No decoration will be awarded to officers or enlisted men whose conduct, since the act or service for which a decoration might otherwise have been recommended, has been other than honorable.

(*b*) District Commanders and other responsible officers will carefully investigate and authenticate the merits of all applications or recommendations for the award of decorations or medals. Whenever possible affidavits of responsible eye-witnesses should be submitted.

379 (*a*) **Medals for Valor** are awarded to officers or enlisted men for particular deeds of distinguished gallantry in action or for exceptional heroism beyond the call of duty.

(*b*) The ribbon for the medal for valor is of crimson silk with thirteen small white, five-pointed stars woven into the field in the form of three chevrons—the two upper chevrons consisting of five stars each, the lower chevron of three stars. When the ribbon is worn without the medal, five stars in a row only will be shown.

380 (*a*) For acts of conspicuous courage and gallantry, in the face of an armed enemy, officers or enlisted men may, upon recommendation of the Chief, approved by the Governor-General, be awarded the **Distinguished Conduct Star,** on the reverse of which will be engraved the name of the recipient together with the place and date of the act for which the star is awarded.

(*b*) The ribbon for the Distinguished Conduct Star is of crimson silk with a perpendicular blue stripe superimposed in the middle of the field.

381 (*a*) Officers who have rendered eminently meritorious and valuable service in positions of major responsibility may, upon the recommendation of the Chief, approved by the Governor-General, be awarded the **Distinguished Service Star,** on the reverse of which will be engraved the name of the recipient and the place and date (or dates) of the service or services for which the star has been awarded.

(*b*) The ribbon for the Distinguished Service Star is of light-blue silk with a perpendicular crimson stripe superimposed in the middle of the field.

382. Not more than one Distinguished Conduct and one Distinguished Service Star will be awarded to a single individual. Succeeding acts of unusual gallantry or distinguished services may be recognized by the award of **a bronze clasp bearing on the obverse a citation-star with two oakleaf clusters, and on the reverse of which will be engraved the name of the recipient,** together with the place and date of the act or service for which awarded. Clasps will be suspended on the ribbon above the star.

383. (*a*) The announcement of the award of a Medal for Valor, Distinguished Conduct Star, and Distinguished Service Star will include an account of the services rendered by the recipient, and will be published in General Orders from Headquarters.

(*b*) The presentation will be made by the Chief or an Assistant Chief in the province in which the recipient is serving. A representation from each company on duty in

the province will, when the exigencies of the service permit, be assembled to participate in the ceremonies.

384. Officers and enlisted men who have distinguished themselves in the field or garrison by conspicuous courage or coolness and have been specially commended therefor by competent authority, may be authorized to wear on the appropriate campaign medal ribbon a **Citation Star.**

385. Any authorized decoration or medal may be awarded a person not in the Constabulary service, provided that he actively participated in the incident, action, or operations for which a medal may have been awarded. But before a medal is so awarded the eligibility of the candidate for the award must be conclusively authenticated by documentary evidence.

SERVICE MEDALS

386. Campaign medals may be awarded to individuals, or to groups, in recognition of the exploits or field service even though the service has not been designated as within the definition of a **Campaign.** (See Art. XII, Campaigns and Expeditions.)

387 (*a*) Officers and enlisted men will be awarded, the **Long-Service Medal** upon completion of twenty years faithful and honorable service with the Constabulary.

(*b*) Requisition for medals for twenty years service, giving name of officer or enlisted man for whom the medal is intended, should be made to the Quartermaster. The date of appointment of the officer or the date of enlistment of the soldier, and the date on which the twenty years service was completed will be stated.

388 (*a*) A bronze **World-War Victory Medal** of the same size and weight as the United States Victory Medal is authorized for award to officers and enlisted men of the Philippine Constabulary who actively served during the World War between April 6, 1917, and November 11, 1918, inclusive. On the obverse of the medal is a figure of a Winged Victory in relief. The figure grasps in her right hand a sword, pointed downward. In her left hand is a

sprig of laurel, raised aloft. Beyond, to the right of the figure, is a smoking volcano; on the left is the rising sun. Above is the inscription: **"For Service,"** and below: **"The World War, 1917-1918."** On the reverse of the medal are the Arms of the Government of the Philippine Islands.

(*b*) The appropriate ribbon is of silk, and includes the several colors of the rainbow in perpendicular stripes.

389 (*a*) Officers and enlisted men who are entitled to service or campaign medals, for participation in one or more of the Constabulary campaigns, should make claim for them in writing through official channels, giving details of rank, company, engagements, dates, and other pertinent information in support of their claims.

(*b*) Officers and enlisted men who are no longer in the service, but who participated in any of the above campaigns may, on presentation of acceptable proof of their qualification, obtain medals and ribbons by communicating with the Quartermaster.

WEARING OF DECORATIONS, MEDALS, BADGES AND RIBBONS

390. Such decorations and campaign medals, with the appropriate ribbons, as have been authorized or approved, and awarded by the United States Congress, the War or Navy Departments, the Governor-General, or by a friendly foreign Sovereign or Government will habitually be worn on ceremonial reviews or parades and other similar occasions when side-arms are worn.

391 (*a*) Decorations and medals are worn on occasions of ceremony only. When worn, medals are suspended on the left breast, from right to left, by the appropriate ribbons, in order of precedence as indicated below. Campaign medals are worn in chronological order of award. On all ordinary occasions ribbon bars, signifying possession of the corresponding medals, will be worn on the left breast in the same order as the medals themselves would be worn on an occasion of ceremony.

(*b*) Decorations, medals, and badges, when worn, will take the following order of precedence, from right to left:

(1) United States Decorations (The Medal of Honor, etc.)
(2) Philippine Decorations (The Medal for Valor, etc.)
(3) United States Campaign Medals.
(4) Philippine Constabulary Campaign Medals.
(5) Foreign Decorations.
(6) Foreign Medals.
(7) Badges for Marksmanship, etc.

(*c*) However, in the case of a ceremony held in honor of a distinguished representative of a foreign country, decorations awarded by the Government of that country will be given precedence over all other decorations and medals.

392 (*a*) When side-arms are not worn ribbons only are appropriate. Medals, badges, or ribbons will not be worn on the flannel shirt.

(*b*) Miniature decorations and service medals are prescribed for use with the evening dress (Mess jacket) only.

393 (*a*) **Markmanship badges,** not to exceed three in number, may be worn on the khaki service and white uniforms, but not on the mess jacket.

(*b*) Rifle or pistol markmanship badges won in the annual district competitions, or in recognized competitions without the Service, are authorized to be worn with the uniform.

Article XIV.—QUARTERMASTER DIVISION—GENERAL AND SPECIAL PROVISIONS

394 (*a*) The **Quartermaster Division** exercises general and comprehensive supervision and control over the services of **supply, transportation,** and **finance** of the Constabulary. The Quartermaster is responsible and accountable for the proper expenditure of funds for pay and allowances, clothing, equipment, subsistence, munitions, barracks and quarters, transportation, and for all other disbursements incident to the economical and efficient maintenance of the Insular armed service.

(*b*) For administrative purposes the Quartermaster Division is subdivided into two separate subdivisions: (*a*) **The Supply and Property** subdivision and (*b*) **The Finance and Accounting** subdivision.

(*c*) Official communications pertaining exclusively to questions of supply, transportation, finance, etc., will be addressed to the Quartermaster, P. C., Manila.

(*d*) In matters of Finance, see Article XV; Property, Article XVI; and Transportation, Article XVII.

395. Not later than January 31 of each year, particulars of the current **CEDULA** of every member of the service, including the number and the date and place of issue, will be furnished to the Quartermaster.

(*a*) Officers whether on the active or retired lists will submit the required information, individually, by memorandum.

(*b*) Particulars of cedulas of enlisted men will be included in the pay roll for January, or, if discharged before the end of the month, in the Final Statements.

(*c*) Particulars of cedulas of enlisted pensioners (except those exempted by law) will be submitted by the respective Provincial Commanders in an alphabetical list.

January 9, 1930

BULLETIN No. 1.

"Sec. 6. No appropriation for "consumption of supplies and mate-rials" authorized in this Act shall be used for the construction of new buildings, except buildings of light materials in emergency cases."

Buildings of light materials "or temporary buildings" have been defined by the Bureau of Public Works to consist of those having:

(a) Posts of bamboo or soft wood.
(b) Floor and roof framing soft wood.
(c) Sidings and partitions of soft woods and sawali.
(d) Floor sheathings of soft wood or bamboo.
(e) Doors and windows of sawali, bamboo, nipa or soft wood.
(f) Roof of nipa."

Purchase of galvanized iron roofing and of lumber belonging to the first and second group as defined by section 1821 of the Administrative Code intended for construction of new buildings cannot, therefore, be made during 1930 from the appropriation for consumption of supplies and materials.

(Par. 400; 402; 555;

396. The Quartermaster will keep a record of all *Official Receipts* (G. Form No. 13–A and P. C. Form No. 57), *Transportation Orders* (G. Form No. 59–A) and *Bills of Lading* (G. Form No. 9–A). He will require that (*a*) their issue to officers be receipted on the printed receipt furnished by the Quartermaster; (*b*) that officers issuing them mail to the Quartermaster at the end of each month a *Report of Accountable* Forms (P. C. Form No. 64) stating the numbers issued; (*c*) that mutilated or cancelled numbers be also reported in the same manner and inclosed with the report; and (*d*) if any of the above accountable blank forms be lost or stolen, a report giving the numbers and series of those missing and the circumstances attending their loss will be made at once to the Quartermaster who will notify transportation companies and other Disbursing Officers of the Government not to honor them.

397. When an officer is relieved, he will obtain a receipt from his successor for all unused *Official Receipts, Transportation Orders, Bills of Lading,* and *Ration Checks* in his possession and forward it to the Quartermaster. Applications for clearance will not be approved until all the above accountable blank forms have been accounted for.

CONSTABULARY BUILDINGS

398. Permanent Constabulary buildings will generally be insured upon authority of the Chief. (Secs. 337 and 341, Adm. Code.)

399. Estimates for construction, alteration, and repair of permanent buildings will be verified and approved by the District Engineer before they are forwarded to the Quartermaster.

400. On or before March 31 of each year, separate estimates will be submitted to the Quartermaster showing funds required for the coming year for the following purposes:

(*a*) **Construction of permanent buildings.** (A sketch showing dimensions of each building, and a specification of materials should be furnished.)

(*b*) **Alteration of permanent buildings.** (Estimates should specify nature of work, and materials required.)

(*c*) **Repair of permanent buildings.** (Estimates should specify repairs necessary and materials required.)

(*d*) **Construction and repair of temporary buildings.** (A sketch of buildings proposed and list of materials needed should be furnished.)

401. If a permanent building be damaged a report will be submitted by the officer having custody of the building, to the Quartermaster for transmittal to the Insular Auditor. The report will be forwarded within ten days from date of such damage and will show the location of the building and the extent of the damage. The assistance of an engineer of the Bureau of Public Works, when available, will be sought in arriving at the amount of damage and amount necessary for replacement.

402. Requisitions for materials for construction or repair of buildings, fences, etc., will be marked to show the allotment against which chargeable.

RENTAL OF BARRACKS, OFFICES AND QUARTERS

403. Within the prescribed allowances buildings for quarters and offices of provincial officers are rented by the authority of the Provincial Commander subject to approval of the District Commander. No allowance is made for the office of a Company Commander. Officers stationed in Manila and not furnished Government quarters will be reimbursed in accordance with the rates prescribed in the next succeeding paragraph.

QUARTERS

404 (*a*) The following is the monthly allowance for quarters and offices:

	Quarters	Office	Storeroom
Officers stationed in Manila:			
Brigadier General	₱250.00		
Colonels	160.00		
Lieutenant Colonels	110.00		
Majors	90.00		
Captains	70.00		
Lieutenants	50.00		

	Quarters	Office	Storeroom
Officers not stationed in Manila:			
For officers stationed outside of Manila the actual cost of rental shall be allowed, but in no case to exceed the following rates:			
District Commanders	₱100.00	₱30.00	
Officers on duty as Assistant District Commander or Inspector	60.00	20.00	
District Surgeons	50.00		
Provincial Commanders	40.00	20.00	₱10.00
Other officers	30.00		
Provided, however, That in localities where the rates are inadequate, the Chief may in his discretion authorize such additional allowance as the exigencies of the service may demand.			
Enlisted Men:			
Sergeant Majors, Staff Sergeants, and first class sergeants, M. D., stationed in Manila, and those on duty at Headquarters, P. C., and Headquarters, District of Shouthern Luzon	20.00		
Sergeants and corporals on duty at Headquarters, P. C., and Headquarters, District of Southern Luzon	15.00		
Privates on duty at Headquarters, P. C., and Headquarters, District of Southern Luzon	10.00		
Sergeant Majors, Staff Sergeants and first class sergeants, M. D., on duty at District Headquarters outside of Manila	15.00		
Other enlisted men employed as clerks at District Headquarters outside of Manila	10.00		
Provided, That no enlisted men other than Sergeant Majors, Staff Sergeants, and first class sergeants, M. D., on duty at District Headquarters shall be authorized to rent separate quarters under this authority where it is possible to quarter such enlisted men in the barracks.			
Sergeant Majors, Staff Sergeants, and first class sergeants, M. D., on duty at Provincial Headquarters	10.00		

Quarters for officers and enlisted men and offices will be rented for less than the allowance wherever practicable.

(*b*) Officers on accrued leave are not entitled to quarters allowance.

(*c*) Enlisted men granted furlough as provided in paragraph 157 are not entitled to quarters allowance. Payment vouchers of enlisted men's quarters should contain the following statement: "..... *has not been*

granted furlough provided in paragraph 157 PCR during the period covered by this voucher."

405. Buildings for use as barracks, storehouses, sheds, stables, or for other purposes not specified in the next preceeding paragraph may be rented only upon the authority of the Chief.

406. Payments for all buildings rented by the Constabulary in the provinces will be made direct to the owners or their lawful agents by local Disbursing Officers.

407. Where a single building is rented as quarters for more than one officer, or as office and quarters for one or more officers, the combined allowances may be paid, but will not be exceeded. By such combinations savings can frequently be affected.

408. The annual authority for rental of barracks, offices, etc.; telephones and lands; payment for forage of private animals, and similar expenditures granted by the Chief will continue in force until new orders covering special authority for such expenditures, for the current year are issued. New or additional expenses will not be contracted or incurred unless and until authority therefor has been granted. (Sec. 19, second paragraph, Jones Law.)

Article XV.—QUARTERMASTER DIVISION—FINANCE

DISBURSING AND COLLECTING OFFICERS

409. Company Commanders, and other officers when necessary, are designated as Disbursing and Collecting Officers. They perform their duties, as such, under the supervision of the Provincial Commanders. (Sec. 618, Adm. Code.)

410 (*a*) Disbursing Officers are bonded for the faithful performance of their duties and for accounting of all moneys which may come into their hands by virtue of their offices. The entire premium of the bond will be paid by the Quartermaster. (Sec. 322, Adm. Code as amended by Act 3373.)

(*b*) Officers are responsible under their bonds for the disposition made of public funds or property. When public funds or property are disposed of by direction of a superior officer, the latter will be held primarily responsible. (Sec. 639, Adm. Code.)

411. Disbursing Officers will promptly render the returns and accounts required by the Auditor or the Quartermaster. To provide against delay Disbursing Officers will be present on duty at their stations at the beginning and the end of each month, except in cases of unusual emergency.

412. Before complying with an order to change station, officers will take up all memorandum receipts that may have been given by them for either Government funds or property. In case of failure to comply with this requirement, the accountable officer will forward two copies of the memorandum receipts to the Quartermaster, who will cause the funds or property to be accounted for at once. (For transfer of Provincial Commanders and Disbursing Officers, see pars. 31 and 415, respectively.)

413. An officer when relieved will furnish his successor a statement of all known outstanding official obligations within his jurisdiction and will promptly turn over to him all property, records, retained vouchers, and funds actually on hand pertaining to the office. He may be permitted to remove and retain vouchers that may have been suspended or disallowed by the Chief or Insular Auditor, provided he gives a receipt therefor, until finally settled, when they will be returned to his successor for file in the latter's office.

414 (*a*) A Disbursing Officer when relieved will transfer to his successor his working capital or such part of it as may be on hand in cash, invoicing it and taking a receipt for it on General Form No. 10 (A). The invoice and receipt will both be prepared in duplicate. The original invoice and receipt will be forwarded to the Quartermaster for transmittal to the Insular Auditor. The duplicate invoice will be retained by the receiving officer, and the duplicate receipt by the invoicing officer as vouchers to their advance accounts. (Sec. 645, Adm. Code.)

(*b*) A Disbursing Officer who is being relieved and who has a reimbursement of abstract or abstracts due, will execute a written authority in favor of his successor authorizing the latter to receive the proceeds of the reimbursement of such abstract or abstracts. The relieving officer upon receipt of the proceeds will in turn execute General Form No. 10–A (save for the signature of the invoicing officer) forwarding two copies to the Quartermaster who will sign the receipt as invoicing officer before transmittal to the Insular Auditor.

415. The transfer of accountability between Disbursing Officers will, when practicable, be supervised by the Provincial Commander who will require compliance with regulations. Upon the completion of the transfer, the Disbursing Officers concerned will send a joint letter to the Quartermaster as follows: *"Transfer completed. Funds transferred* (here insert the amount) *including reimbursement of abstract* (here insert number of last abstract for which

reimbursement has been received)" However, in case of remote stations, where it would be impossible for a mailed report to reach the Quartermaster within fifteen days, the joint report will be telegraphed. A copy of the joint report will be mailed to the District Adjutant. The working capital of the relieving officer will be completed as soon as possible by the Quartermaster. Any funds subsequently received by the officer relieved will be disposed of as directed by the Quartermaster.

416. Upon an officer's separation from the service, any money due him by the Government for salary, leave, or other reason shall first be applied to settle his indebtedness to any branch of the Government whether Insular, provincial or municipal.

417. Upon the disappearance or death of an officer accountable for Government funds, section 642 of the Administrative Code will govern unless otherwise directed by the Quartermaster. Pending instructions the officer's safe will be immediately sealed by the senior officer (or noncommissioned officer) at the station in the presence of two disinterested parties. If there is a key to the safe it will be place in an envelope and likewise sealed, and will be retained in custody of the officer in charge. (For keeping of safe, see par. 531; re combination safe, see par. 630.)

ACCOUNTING

418 (*a*) Disbursing Officers will keep separately in the prescribed Cash Book the following accounts:

1. **Advance Account.**
2. **Tentative Difference Account.**
3. **Collection Account.**

Identical accounts are kept by the Accounting and Finance section of the Quartermaster's office, for each Disbursing Officer.

(*b*) In the **Advance Account** under *"Debits"* will be entered all amounts received as original working capital, all subsequent reimbursements or increases of the working

capital, and all disallowances made by the Insular Auditor or by the Chief of Constabulary. Under *"Credits"* will be entered all disbursements made in settlement of official obligations, and all amounts transferred on General Form No. 10 (A) or refunded to the Insular Treasurer.

(*c*) In the **Tentative Difference Account** under *"Debits"* will be entered all amounts tentatively disallowed by the Insular Auditor. Under *"Credits"* will be entered all subsequent removals of tentative differences.

(*d*) In the **Collection Account,** under *"Debits"* will be entered all collections. Under *"Credits"* will be entered all deposits of collections in the Insular Treasury.

419. The actual cash on hand must agree with the unexpended cash balance shown in the cashbook. However, an officer may temporarily include as *"Cash"* statements of disallowances ordered by the Insular Auditor or the Chief of Constabulary pending collection from parties to whom payments may have been erroneously made, provided that there is a reasonable probability of recovery.

420. All entries in the cashbook must be supported by vouchers:

(*a*) **In the Advance Accounts:**

(1) The vouchers for debit entries in the advance account are the memoranda from the Quartermaster or Insular Treasurer advising the officer of shipments of funds; invoice of funds, General Form No. 10 (A), and letters announcing disallowances by the Insular Auditor or the Chief of Constabulary.

(2) The vouchers for credit entries are authenticated copies of all vouchers on which disbursements have been itemized: General Forms Nos. 5 (A) and 7 (A); P. C. Forms Nos. 1, 6, and 11 (*a*), and receipts for funds transferred, General Form No. 10 (A).

(*b*) **In the Tentative Difference Accounts:**

(1) The vouchers for both debit and credit entries in the tentative difference account are the letters from the Insular Auditor announcing suspensions and removals. A notice from the Insular Auditor that a payment previously suspended has been finally disallowed is authority for crediting the tentative difference account and debiting the advance account.

(2) Disallowances made by the Chief or Quartermaster will be debited to the advance account and a certified copy of the letter will be filed as a voucher. If any of the vouchers disallowed and returned be resubmitted by the Disbursing Officer, they will be included under a new and separate abstract which will bear both the next number of his series and the number of the original abstract under which the vouchers were first submitted, separated by a hyphen; thus, if a voucher of abstract 8 be disallowed by the Quartermaster and be received by the Disbursing Officer after he has submitted his abstract No. 10, the voucher will be resubmitted under a new and separate abstract number 11–8. The back of account current of disbursements (G. Form No. 26–A) will be accomplished in the usual way, the balance of abstract 10 being brought forward to abstract 11–8, which will thus show the true status of the advance account.

(*c*) In the Collection Accounts:

(1) The vouchers for debit entries in the collection account are the copies of official receipts issued.

(2) The vouchers for credit entries in the collection account are the receipts from the Insular Treasurer, or, pending the arrival of receipts, copies of the invoice of funds with registry receipt attached.

421. All funds appropriated for the use of the Constabulary are deposited with the Insular Treasury and are subject to withdrawal only by the Chief or his duly authorized representative. All warrants against the Insular Treasurer are drawn by the Quartermaster. (Sec. 617, Adm. Code.)

422. Disbursing Officers are furnished working capital corresponding to the needs of the stations or commands to which they are assigned. Should it become necessary to increase this capital, a request therefor, approved by the Provincial and District Commanders, will be submitted to the Quartermaster.

423 (*a*) Funds for authorized expenditures are furnished Disbursing Officers, either in the form of a warrant drawn against the Constabulary account with the Insular Treasurer, in which case the warrants should be cashed locally; or as cash in such denominations as the Disbursing Officer

may request, and transmitted by mail, express, or freight by the Insular Treasurer. In the latter case a warrant is delivered to the Treasurer by the Quartermaster to cover the value of cash transmitted.

(*b*) The Disbursing Officer will state below the certificate of the *Abstract of Subvouchers* (G. F. No. 26–A) whether reimbursement should be by warrant or cash.

424. If a treasury warrant be lost, stolen, or destroyed, the person sustaining the loss will report the circumstances as soon as possible to the Quartermaster, requesting that payment be stopped. After the expiration of three months (within two years from the date of the original warrant), the Quartermaster may issue a duplicate warrant subject to the requirements of section 623 of the Administrative Code.

425. In case money sent by registered mail be not received within three days after receipt of the invoice or notice from the sender, the addressee will immediately notify the Quartermaster and the postal authorities in order that measures may be taken to trace the whereabouts of the package.

426. Claims of Disbursing Officers for loss of funds in transit, by fire, by burglary, or by other unavoidable causes, will be submitted to the Quartermaster, through channels, within one month after the loss, together with affidavits in triplicate from the accountable officer and at least two disinterested persons, which must specify all the known facts of the loss. (Sec. 638, Adm. Code.)

427. Disbursing Officers, upon the approval of Provincial Commanders are authorized to advance to officers on memorandum receipt, reasonable sums from their cash working capital, to make immediate payment of bills presented or legitimate Government obligations incurred. No sum exceeding (₱100) shall be advanced to any one without the prior authority of the Chief. (See pars. 412, 428, and 429.)

428. The Disbursing Officer advancing the funds will remain accountable for them and will require the officer to

whom the advance is made to properly account to him for the funds. The officer receiving the funds will, upon demand at any time, return to the Disbursing Officer any unexpended balance remaining on hand. (Sec. 633, Adm. Code.)

429. If an officer or employee fail to account properly for Government funds advanced on memorandum receipt, the responsible officer will notify him of his failure to do so. If after such notice he fails to refund the money or make satisfactory explanation within a reasonable time, the case will be reported to the Chief for administrative action. (Sec. 633, Adm. Code.)

430. Deductions of amounts due the Pension and Retirement Fund, the Civil Service Trust Fund, or the Government for whatever purpose, may be made from salaries of officers, or employees, or from the pension of retired officers, without prior notice.

431. For fraud, collusion, error in calculation, newly discovered material evidence, or when in his judgment the interests of the Government require it, the Auditor may within three years after original settlement, reopen any account previously settled by him. (Sec. 657, Adm. Code.)

REGULATIONS ON DISBURSEMENT

432. Disbursing Officers will pay the enlisted men of the organization and make all other necessary payments of official obligations incurred within their jurisdictions, except as otherwise provided in these regulations. The regular and authorized obligations of the Constabulary will be paid as promptly as practicable.

433 (*a*) Officers having control of Government funds in whatever capacity will, before authorizing an expenditure or approving a voucher for any purpose, ascertain if funds are available.

(*b*) Any payment specifically authorized by the Chief will be made by the Disbursing Officer concerned.

(*c*) Salaries, wages, rents, and payments due for other services, whether personal or non-personal, when con-

tracted for by the month, will be computed on the basis of the actual number of days in the month when payments for periods of less than a month are made.

434. Disbursing Officers will use *General Voucher* (General Form No. 5–A) to settle Government obligations in accordance with the instructions printed on the back of the form; and will be included with the *Report of Abstracts* (P. C. Form No. 75) and *Abstract of Subvouchers* (G. Form No. 26–A.)

435. Vouchers will be made out in duplicate (or, if required, in triplicate), in the name of the creditor, and will show his post-office address. They will be typed or written in ink in the English language, and will contain an itemized list of supplies furnished or the nature of services rendered. Amounts will be expressed in Philippine currency. All vouchers will be properly signed, and where necessary witnessed. Facsimile signatures will not be accepted. (See pars. 980–d and 982–a).

436. Every voucher in support of payment for supplies or services pertaining to a contract, bid, or purchase without advertising, will show:

(*a*) The correctness of the facts and the justness of the account, which will be certified to by an officer;

(*b*) The authority for the payment;

(*c*) If for services rendered, the inclusive dates will be shown in the margin of the voucher, and the nature of the services will be shown in the body of the voucher;

(*d*) If for supplies or materials purchased, the date of the bill, or if no bill be presented by the creditor, the date of delivery will be shown in the margin of the voucher, and the quantity, kind, and price of the supplies or materials in the body of the voucher;

(*e*) The receipt will be dated on the day payment is actually made. Advance payments for either services or supplies are prohibited, consequently the date of the receipt must never be prior to last date of service, or the date on which supplies are delivered.

437. All vouchers covering repairs to property or equipment will show:

(*a*) Whether or not the property or equipment repaired belongs to the Government;

(*b*) The circumstances which made such repairs necessary, as *"fair wear and tear," "accidents,"* etc.;

(*c*) In all cases of repairs other than those necessitated by fair wear and tear, it must be shown that due care and diligence were exercised, and that the repairs were not necessitated by reason of carelessness or neglect on the part of any officer or employee of the government;

(*d*) Payments for repairs to property or equipment that has become unserviceable **through causes other than fair wear and tear,** i. e., by accident or carelessness on the part of an employee will not be made except upon authority of the Chief.

438. If a fraction of a centavo less than one-half occur in the total of a voucher, it will be disregarded; if the fraction be equal to one half or more, it will be counted as one centavo.

439. When practicable, government obligations will be paid direct to the creditors. If a payment in cash be made to an incorporated or unincorporated company, the money must be delivered to, and the vouchers receipted by, a duly authorized officer or agent of the company. If payment be by warrant the warrant must be drawn to the order of the company.

440. If payment be made to an individual doing business under a company title, or to a co-partnership doing business under a company title, the receipt must be signed with the company name followed by the autograph signature of the individual proprietor or one of the members of the firm. Under the signature must appear the designation of the person who signs, such as *"proprietor"* or *"member of the firm."*

441. Payments of salaries to third persons, by virtue of a power of attorney, will be made only when such procedure is deemed to be in the best interests of the service. Officers are expected to manage their own financial affairs without assistance or intervention from Headquarters.

442. Payment will be made on the authority of the Provincial Commander for the purchase of stamps; for transportation of supplies, rations, prisoners, and members of the Constabulary; for minor repairs not exceeding ₱25

to any Government property except building; for foraging, shoeing and treatment of Constabulary animals; for routine and imperative expenses not in excess of ₱25. No expenditures under these heads of an unusual nature will be made by an officer without specific authority. Copies of all authorizations of expenditures will be furnished the Quartermaster. All authorized payments by an officer are subject to the control of the Provincial Commander who will approve all vouchers.

443. If the Provincial Commander disapproves a voucher, he will not remove it from the abstract, but will by letter notify the Disbursing Officer of his disapproval and his reason therefor, attaching a copy thereof to the voucher.

444. Where disallowances are made in the accounts of a Disbursing Officer by the Auditor or by the Chief of Constabulary for erroneous payments to employees, the Disbursing Officer will forward to the person concerned an extract of the letter ordering the disallowance, with an explanation of the circumstances, and will deduct the amount from the first pay due such employee.

445. Vouchers, covering the payment of an obligation pertaining to a past year, must show whether or not the obligation has been reported and if so, in what amount, the date reported, and by whom. If it has not been reported, or if reported in an amount different from that paid on the voucher, an explanation of the omission or discrepancy will be made on the voucher.

446. Vouchers for emergency purchases of medical supplies in the provinces will be paid upon the approval of the Chief Surgeon. (See pars. 747, 750–b, and 752.)

447. In the absence of available Government funds officers and men may occasionally find it expedient to settle Government obligations from personal funds, or from mess funds. In which cases claims for reimbursement will be submitted as soon as possible.

448. The payment of Government obligations from personal funds will be limited to unavoidable expenses. Claims for reimbursement will usually be allowed only for

Act No. 3620

x x x x x x

"Sec. 846. Quarters in kind -- Additional pay of officers.- Officers of the Philippine Constabulary shall be entitled to quarters in kind. In addition to the pay provided by law for the officers of the Philippine Constabulary, there shall be allowed and paid to each of such officers an increase of ten per centum of his current annual pay for each term of five years of faithful and efficient service: Provided, That the total amount of such increase shall not exceed fifty per centum of the yearly pay of the grade as provided by law. In computing length of service for the purposes of the compensation, commissioned officers who have served as enlisted men in the Philippine Constabulary shall be credited with the time so served."

Sec. 2. This Act shall take effect upon its approval.

Approved, December 5, 1929.

expenses incurred incident to authorized travel, for secret service expenditures made on written authority of the Chief, for the purchase of stamps, for the hire of cargadores or other necessary expenses incident to field work, for forage and gasoline, etc., when traveling on horseback or Constabulary motor car.

PAY OF OFFICERS AND ENLISTED MEN

449 (*a*) Officers in the provinces will generally be paid by the Quartermaster on warrants. Officers at Headquarters and Manila Garrison including the Officers of the Band may be paid on *General Pay Roll* (G. F. No. 6–a).

(*b*) Enlisted men will be paid monthly. If unavoidable circumstances prevent the payment of Constabulary units during any month, or render the monthly payment impracticable, the Provincial Commander concerned will report the fact through channels to the Adjutant with an explanation of the circumstances. (Sec. 254, Adm. Code.)

450. Unless otherwise provided in particular cases, enlisted men will be paid in cash by the Disbursing Officer himself, witnessed by an officer or Noncommissioned Officer who will place his initials opposite the soldier's name on the roll as each payment is made.

451. Pay rolls will be prepared by Company or Detachment Commanders in duplicate or triplicate according to the printed instructions on the blank form, and will be forwarded on the last day of the month, or as soon thereafter as practicable, to the Disbursing Officer who is to make the payment.

452 (*a*) Payment of enlisted men who are absent on patrol or expedition may be made to the Company or Detachment Commander at the Disbursing Officer's risk, by placing the amount due each man in separate envelopes, on which will be written the man's name, rank and the amount contained. The envelopes will be sealed in the presence of the officer receiving them, who will be required to initial the pay roll opposite each payee's name in red ink. When the envelopes are delivered to the men, they will be opened and the money counted in the officer's presence.

He will then require each man to receipt for the money on the envelopes which will be delivered to the Disbursing Officer for file with the pay roll.

(*b*) Undelivered pay envelopes of enlisted men will, under no circumstance, be held longer than the last day of the succeeding month, when the money will be taken up on an Official Receipt (General Form No. 13–A), and deposited with the Insular Treasurer. The receipt will read:

For net pay of private ....., *Company, P. C., for the month of* ....., *192*...., *as follows:*

Basic pay at ₱..... *per month*	₱.....
Reënlistment pay at ₱..... *per month*	.....
Clothing allowance from ..... *to*	.....
Total	₱.....
Section 861, Adm. Code	.....
Section 872, Adm. Code	.....
Clothing sold	.....
Other supplies	.....
Total	₱.....
Net amount due soldier	₱.....

While this man was shown to have been paid on the pay roll for the month of ..... *192*....., *by Lieutenant*....., *voucher No.* ....., *abstract No.* ..... *his pay envelope was never delivered to him, he having been (transferred, confined, discharged, or died, as the case may be.)* (For disciplinary or other action or retention of pay envelope, see par. 219.)

(*c*) When the man is next paid, the net amount refunded on the official receipt will be included in the total **"Gross Amount Due"** and paid to him subject to any claims the Government may have against him for clothing, fines, forfeitures, etc. Under column **"Remarks"** on the pay roll or final statement will appear *"Net pay for the month of* ....., *192*....., *taken up on official receipt No.* ..... ₱ ....." If the man had been transferred, proper notations will be made on the **Descriptive Record,** or **Statement of Accounts,** to enable his new Commanding Officer to comply with the above instructions. If the man has been dishonorably discharged the amount will be included in the final statement of his accounts as provided in paragraph 459.

453. When a reënlisted man is entitled to reënlistment pay, the number of the enlistment in which he is then serving will be shown in each pay roll, and under Remarks will be noted: *"Entitled to ₱..... reënlistment pay."*

454. Collections from enlisted men for the pension and retirement fund, for public property lost or destroyed, for allotments, and for forfeitures imposed by Summary Courts, will be entered on pay rolls by the Company Commander. The difference between the gross amount due, and the total amount of all collections from, an enlisted man will be paid to him by the Disbursing Officer who will be credited only with the actual amount paid. Before payment the Disbursing Officer will check charges for clothing with the amounts entered on clothing schedules. Collections made on pay rolls are credited to the proper items by the Quartermaster.

455 (*a*) Deduction for clothing sold will be supported by **Clothing Schedules** (P. C. Form No. 52–A or P. C. Form No. 61–A) prepared in triplicate by the accountable officer. The paying officer will note on three copies the numbers of the vouchers and abstract on which collection is made attaching one copy to each copy of the pay roll or final statement.

(*b*) Deductions for property lost or destroyed will be supported by **Statement of Charges** (P. C. Form No. 37), prepared in quadruplicate by the accountable officer. The paying officer will note on four copies the numbers of the vouchers and abstract on which collection is made, attaching two copies to the pay roll or final statement to be forwarded to the Quartermaster; and filing the other two copies, one for each officer concerned.

456. Authorized collections itemized on pay rolls will be collected in the following order:

(*a*) Reimbursements for overpayments.

(*b*) Collections for the Pension and Retirement Fund.

(*c*) Reimbursement to the Insular Government for damage to or loss of arms, equipment, or other public property, or for clothing or transportation—the nature of each item to be clearly stated.

(*d*) Fines or forfeitures by sentence of Summary Courts.
(*e*) Allotments.

457. After payment has been made and the roll signed by the paying officer, one copy will be returned to the Company or Detachment Commander for file in any records; the other copies will be taken by the Disbursing Officer, who will retain one copy and forward the other to the Quartermaster.

458. No settlement of the pay accounts of an enlisted man will be made on the pay rolls until sufficient pay shall have accrued to satisfy all indebtedness to the Government; if upon discharge he be indebted to the Government, all amounts due the man will be applied to such indebtedness. If there be insufficient pay due to liquidate the indebtedness, the paying officer will at once notify the Quartermaster by letter, through channels, giving all the circumstances.

459. Discharged men will be paid on Final Statements prepared in duplicate by their Company Commanders and presented for payment. Both the day of enlistment and the day of discharge will be included in computing the pay.

460. Upon payment of the final statement of a discharged enlisted man the Disbursing Officer will note on the discharge certificate: **"Paid in full,"** over his signature, specifying the amounts paid and the date. If the man be entitled to transportation to the place of enlistment, the note *"Entitled to transportation to place of enlistment"* or *"Transportation furnished to* .....*"* will be made on the discharge certificate by the Company Commander.

461. An officer or enlisted man will not be paid if he be in confinement by civil authorities or during suspension from duty. If he be acquitted of the charges against him, he will be entitled to all pay and allowances due him at the time of his arrest plus all pay and allowances accruing during his confinement. (Sec. 260, Adm. Code.)

462. An officer or enlisted man released on bail will be restored to duty pending the outcome of his trial, in which

case, no part of his pay and allowances will be suspended. If in the opinion of the District Commander or Provincial Commander as the case may be, it would be detrimental to the best interests of the service to restore him to duty while released on bail and pending trial, a report of the case will be made to the Chief, with a request for instructions. If the man be not restored to duty he will be suspended; but if subsequently acquitted he will be restored to duty and will be entitled to all pay and allowances during the entire period of suspension. (Sec. 260, Adm. Code.)

463 (*a*) An enlisted man will not be given his pay or allowances (except the ration allowance) while confined in a Constabulary guardhouse or under Constabulary arrest.

(*b*) If he be acquitted of the charges against him, or if he be convicted and the sentence of the Summary Court does not involve dishonorable discharge with forfeiture of pay and allowances, he will be paid on the next pay roll all pay and allowances due him less any fine that may have been imposed, or any portion thereof, if the fine is to be deducted by instalments, plus any forfeiture of pay made under the provisions of paragraph 261.

(*c*) If the sentence be disapproved, both the fine, or any remitted part thereof, and forfeiture, if any, will be refunded on the next pay roll thereafter.

464. An enlisted man sentenced to be dishonorably discharged, forfeiting pay and allowances, can forfeit only such amounts as were due him on the date of his arrest. Final statements will not be required in such cases but at the foot of the next pay roll the name of the man will be shown under the heading **"Discharged."** Under **"Remarks"** will be shown the date of his arrest and confinement, and the number and date of the order by which he was dishonorably discharged. In the proper columns will be shown period for which pay and clothing allowance is due, the gross amount due, and amounts due Government for clothing sold and property lost. A clothing schedule and statement of charges covering the amounts owed by him for clothing and property will be attached to the pay roll.

465. An enlisted man in confinement by civil authorities or out on bail at the expiration of his term of service but not restored to duty, will be paid on a general voucher for the service rendered by him prior to the date of his arrest. He will then be given his discharge and final statements on which will be shown, in addition to the customary information *"Not entitled to pay and allowances for the period of confinement unless acquitted."* If he be released on bail and restored to duty, he will be paid in full at the time of his discharge on final statements.

466. An enlisted man reported a deserter forfeits to the Pension and Retirement Fund the pay and allowances due him up to the time of his desertion. At the foot of the pay roll his name will be shown under the heading **"Deserted."** Under **"Remarks"** will be shown the date and circumstances of his desertion, and in the proper colums will be shown the period for which pay and clothing allowances are due, the gross amount due, and the amounts due the Government for clothing sold and property lost. A clothing schedule and statement of charges covering the amounts owed by him for clothing and property will be attached to the pay roll. If subsequently restored to duty, the amounts previously forfeited will be refunded to him from the Pension and Retirement Fund.

467. Upon the written request of an officer, who has opened or arranged to open a current account with a Bank, his monthly salary (less necessary deductions), will be deposited to the credit of his account in the Bank by the Quartermaster. But arrangements will not be made to pay part of a salary by warrant or in cash, and deposit the remainder in a Bank.

ALLOTMENT BY ENLISTED MEN

468. An enlisted man may allot all or any part of his pay for the support of his family under the following restrictions:

(*a*) The request will show the full name and address of the allotee, the amount to be paid monthly, the date

when first deduction from pay is to be made, and the date of the last enlistment of the man requesting the allotment.

(*b*) The allotment will be executed in quintuplicate, signed by the alloter and witnessed by his Company Commander, who will retain one copy for file in the company records and forward the 4 remaining copies to the Quartermaster to be distributed as follows: one copy to the Insular Auditor, one copy to the allottee, one copy to the Disbursing Officer concerned and the remaining copy for file with the Quartermaster's records.

469. The payment of allotments will be governed by the following provisions:

(*a*) An allotment will not be paid until the 15th day of the month following that in which it was deducted from the alloter's pay.

(*b*) The allotee will be paid on general voucher on which will be shown the alloter's name and Company or Branch of the service.

(*c*) The allotee will be paid on the pay roll the net amount due him less the amount of the allotment.

(*d*) The Company Commander and the Disbursing Officer will respectively note on the descriptive record and on the pay roll the following under the column of remarks:

"Allotted ₱..... (*amount*) *monthly to* ..... (*name and address of allotee*)."

(*e*) If the pay due the alloter for the last calendar month of his current enlistment period be insufficient to meet the allotment in full no payment whatever will be made for that particular month except in cases where the pay has been assigned in full.

(*f*) Payment of allotment will be discontinued automatically by the Disbursing Officer at the expiration of the man's enlistment unless a new allotment, duly executed after reenlistment, be filed.

470 (*a*) In case of the death, desertion, confinement by civil authorities or discharge of an enlisted man who has allotted a portion of his pay, or in case a man has requested discontinuance of an allotment, the Company Commander will telegraph the officer who pays the allotment and request suspension of payment. The paying officer will acknowledge receipt (by mail) of the notification, stating to what date the allotment has been paid. This acknowledgment will accompany the first pay roll on which the soldier thereafter receives full pay.

(*b*) If the assignor is transferred to another company, proper notations of the allotment should be made on his

Descriptive Records, or **Statement of Accounts,** to enable his new Commanding Officer to properly prepare his pay roll.

PAYMENT FOR TRANSPORTATION

471. In the absence of a special contract, charges for services rendered by common carriers must be in accordance with the regular tariffs approved by the Public Service Commission.

472. In the absence of authorized tariffs, claims by common carriers in excess of the customary rates charged by reputable firms will be disallowed. If settlement on this basis be objected to by the carrier tender of payment should be made in writing, with the statement that if settlement be not agreed to, the creditor must appeal to the Quartermaster.

473. Payments for transportation furnished by firms whose offices are in Manila will be made by the Quartermaster. Transportation furnished by firms whose offices are elsewhere than in Manila will be paid for by such Disbursing Officer as may be designated by the Quartermaster. Transportation by banca, sailboat, etc., will be paid by the nearest Disbursing Officer.

474. Vouchers for the payment of transportation of officers or enlisted men must show the official nature of the travel and the serial number of the order directing it, if any.

475. Vouchers on which payment is made for transportation of both passengers and supplies will show the amount chargeable under each head.

476. All vouchers covering payments for transportation by land will show the number of kilometers covered, the rate charged per kilometer, and the statement as to whether or not the concern furnishing the transportation is operating on regular lines and charging regular fares.

477. When public tariffs do not include the specific articles shipped, the rates and classification of articles analogous thereto will apply. If analogous articles cannot be

found in the tariff lists, the companies will be requested to classify the articles transported.

478. When a change of tariff becomes effective all bills contracted prior to date of change will be settled according to the old rate.

479. When charges such as drayage, wharfage, tolls, quarantine, etc., are made part of an account, they will be fully itemized in the vouchers.

480. The paying officer will be designated on Bills of Lading by the consignor. The consignee will mail the duplicate Bill of Lading, duly accomplished, to the officer so designated for settlement.

481. Payment will be made on the original Bill of Lading, properly receipted and accomplished, but not until the duplicate has been received, except as provided in the following:

(*a*) In case of loss or destruction of an original Bill of Lading, the consignee will furnish affidavits in duplicate to the effect that the original Bill of Lading was lost or destroyed, and that if subsequently found, he will make no demand thereon, but that he will surrender it at once to the Disbursing Officer concerned.

(*b*) If the duplicate be lost or destroyed, the certificate of the officer in possession of it at the time of loss or destruction giving number, date, and name of carrier, and agreeing to forward the document to the Disbursing Officer if recovered, will be sufficient to justify payment.

(*c*) Should both original and duplicate be lost or destroyed, the shipping officer will, on application of either the carrier, the consignee or the paying officer, issue certificates in duplicate according to the prescribed form, to which will be attached the affidavits of the carrier as above required.

(*d*) Such affidavits and certificates will be attached to the vouchers for payment.

482. Transportation contracted for on Bills of Lading or transportation orders made payable at Manila will be reported monthly by the Quartermaster who will, for the purpose, utilize the duplicate copies of Bills of Lading or transportation orders. Those made payable at other points will likewise be reported by the official designated therein.

483. Vouchers covering transportation of officers and enlisted men who appear as witnesses before any court should be supported by at least one of the following three requisites (see par. 680):

(*a*) A copy of the subpœna issued by the court;
(*b*) A copy of the order directing the travel;
(*c*) A certificate of the Clerk of Court or of the Justice of the Peace to the effect that such officer or enlisted man appeared as witness before his court. (For vouchers of ex-members of the Corps who are subpœnaed, see par. 684.)

PAYMENT OF REWARDS

484. The conditions and authority referring to the payment of rewards are outlined in paragraphs 710–715 inclusive. For a Constabulary deserter, see paragraph 186. (Sec. 605, Adm. Code.)

485. Payment of rewards for the capture of Constabulary deserters as authorized in paragraph 186 will be made on the authority of the Provincial Commander who is responsible for the identity of the deserter.

486. Payment of rewards for the capture of criminals or escaped prisoners will be made under such conditions as may be specified in the order offering the reward. Such payment may be made by any Disbursing Officer after complete identification. A copy of the order offering the reward will be filed with the voucher.

487. A voucher for payment made by a Disbursing Officer upon authority of the Chief or District Commander, for information furnished, may be submitted without the receipt of the payee when his safety would be endangered by revealing his identity. The fact of the payment and the circumstances attending it will be certified to by the Disbursing Officer and Provincial Commander, and any other available witness. Such voucher will be entered in the *Report of Abstract* (P. C. Form No. 75) and submitted to the Quartermaster under separate cover marked "**Confidential.**" (Sec. 605, Adm. Code.)

488. Vouchers showing that a lump sum of money has been expended within a given period for secret service purposes will not be allowed.

489. Payments for Secret Service will be made by Disbursing Officers, preferably by one stationed in the vicinity of the place where the service was rendered as promptly as practicable after approval by the Chief; or, in cases where Secret Service Funds have been alloted to a District, upon approval of the District Commander.

PAYMENT OF POSTAGE STAMPS AND TELEGRAMS

490. Disbursing Officers may advance as provided in these regulations, not to exceed ₱40 to Provincial Commanders and ₱15 to junior officers for the purchase of stamps for official use and for sending official telegrams. Before a second advance is made the first one must be accounted for.

491. Vouchers for postage stamps purchased for official business must be prepared and presented to the postmaster for signature at the time of purchase.

492. The approval of Provincial Commanders of vouchers for the purchase of postage stamps in such quantities and at such times as the exigencies of the service may require, is sufficient authority for such purchase.

493. Postage stamps purchased from Government funds will, without delay, be indelibly marked with the letters "O. B." either typed or with a rubber stamp. The use of pen and ink or pencil, for this purpose, is forbidden.

494. Official postage stamps will be used only on mail matter of an official nature. The envelopes or outer wrappings of such matter will be plainly marked: **OFFICIAL MAIL**; and the Division or office of origin will be shown in the left hand corner of the envelope or cover.[7]

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[7] The Director of Posts is authorized to decline to transmit any mail offered by private individuals or firms when any part of the postage due thereon is represented by postage stamps marked "O. B." and affixed to the letter or parcel, or when the letter or parcel to which the "O. B." stamps are affixed are not marked. (Executive Bureau, Insular Circular 14, dated November 3, 1915.)

495. Expenditures of stamps covering the cost of official mail will be certified on purchase or reimbursement vouchers as follows:

"I certify on my official oath that of the stamps paid for in previous vouchers, stamps to the value of ₱..... were expended exclusively in sending the official mail of the (name of the station), *and were indelibly precancelled with the letters "O. B." My balance on hand from previous vouchers is ₱....."* (See par. 598.)

496. Telegrams will be presented to the telegraph office in duplicate. The original copy will be retained by the operator and the duplicate, properly stamped and receipted by him, will be returned to the sender for use as a subvoucher.

497. Vouchers for telegraph tolls, supported by copies of the relative telegrams, should be submitted for reimbursement monthly.

498. Telegrams paid from private funds may be either included on traveling expense vouchers or submitted to a Disbursing Officer for payment. In either case duplicate copies of the telegrams must be attached as subvouchers to support the claim.

PAY AND SUBSISTENCE OF GUIDES, CARGADORES, VOLUNTEERS, AND SUBSISTENCE OF PRISONERS

499 (*a*) When employed in localities where subsistence supplies are scarce and difficult to obtain, *cargadores* may be furnished subsistence in addition to their wages. But where food supplies are abundant it will usually be found more practical and economical to pay the *cargadores* at an additional rate and require them to provide their own subsistence.

(*b*) *Cargadores* paid at a rate to include their subsistence, if fed by a Company Mess will, on receiving their pay, be required to reimburse the Mess Officer direct.

500. (*a*) *Cargadores* employed by officers traveling on duty to transport personal effects and provisions should ordinarily be paid by the officer, who should obtain receipts for the service on G. F. No. 3–A, and submit claim for reimbursement on Traveling Expense Vouchers.

October 2, 1929

BULLETIN No. 24.

1. PURCHASE OF STAMPS .- Hereafter the certificate called for in paragraph 1076, M. P. C. (Par. 495, P. C. R., 1930) relative to purchase of stamps will be as follows:

"I certify on my official oath that of the stamps paid for in previous vouchers, stamps to the value of ₱..... were expended exclusively in sending the official mail of this (Bureau or Station). My balance on hand from previous vouchers is ₱..... I further certify that the stamps purchased and paid for on this voucher are indelibly precancelled in ink with the letters 'O.B.' (printed, typewritten or hand stamped) thereon, before being expended."

x x x x x x

(*b*) *Cargadores* employed to transport government supplies will be paid from official funds on Labor Pay Rolls (G. F. No. 7–A.)

501 (*a*) *Cargadores*, police, and volunteers will be rationed at the rate of 40 centavos a day.

(*b*) If subsistence be furnished by the Government, *cargadores* will if practicable be fed in the Company Mess, and reimbursement will be made by the Government to the Company Mess account. Volunteers acting with the Constabulary, municipal police placed under the orders of the Constabulary, pursuant to sections 836 and 837 of the Administrative Code, when such police are serving on patrols or expeditions, and prisoners surrendering to, captured by, or in the charge of the Constabulary, will likewise be subsisted in the Company Mess when practicable, and the mess fund will be reimbursed. Reimbursements in such cases will be made by the Disbursing Officers on G. F. No. 5–A to which must be attached the original copy of the subsistence receipt issued by the Company Mess Officer.

502 (*a*) The maximum allowance for subsistence of prisoners is 40 centavos a day. They will be subsisted for less when practicable to do so.

(*b*) They may be fed by the Detachment or Company Mess, reimbursement being claimed later from the nearest Disbursing Officer.

UNPAID OBLIGATIONS

503. Disbursing Officers will keep an accurate list of unpaid obligations, the payment of which has for any cause been delayed. The obligations will be listed by months, showing the name of the creditor, the nature of the obligation, the amount thereof, and cause of delay.

504. Obligations paid from funds advanced to an officer on memorandum receipt under the provisions of paragraph 427 are considered **unpaid** until the vouchers have been included in an abstract by the Disbursing Officer advancing the funds.

505. Clothing allowance, which, though paid quarterly, must be reported monthly on the pay roll, the monthly ac-

cruement alone being reported, and not the accumulated amount.

506. Payment of obligations pertaining to the current or previous years, will not be allowed in succeeding years, unless they have been reported as outstanding.

507. A final report of all obligations remaining unpaid on December 31st, will be submitted by each Disbursing Officer together with the final December abstracts, to reach the Quartermaster not latter than January 10th of the succeeding year. Officers at distant stations, or at stations with infrequent mail service, which may make it impossible for such final reports and December abstracts to reach Manila by January 10th, will report by telegraph not later than January 3rd. These reports, whether made on Constabulary Form No. 67 or by telegraph, will be itemized as follows:

(1) **Rental of officers' quarters.**
(2) **Pay of enlisted men.**
(3) **Reënlistment pay.**
(4) **Subsistence of enlisted men.**
(5) **Clothing allowance.**
(6) **Unskilled labor:** (pay of hired laborers, labor for construction or repair of temporary buildings; labor employed in repairing equipment; and pay of machinists of launches).
(7) **Pay of temporary agents.**
(8) **Traveling expenses of personnel.**
(9) **Freight** (regular freight charges on supplies transported, freight on materials for temporary buildings, and pay and subsistence of *cargadores*.
(10) **Postal telegraph, telephone and cable fees, and postage stamps).**
(11) **Electric current.** (Charges for electric lights.)
(12) **Opium rewards.**
(13) **Rental of buildings and grounds.** (Rental of barracks, grounds, quarters allowances for enlisted men, offices and storerooms, garages, stables.)
(14) **Consumption of supplies and materials.** (Expenditure of ammunition; medicines and medical supplies; fuel and illuminating supplies; forage, medicines and land transportation supplies; boat supplies; automobile supplies; track and motor-cycle supplies; supplies for temporary buildings; ice and water; supplies used in repair and maintenance of boats; supplies used in repair and maintenance

of automobiles; supplies used in repair and maintenance of trucks and motor-cycles; supplies used in repair and maintenance of other equipment, and miscellaneous supplies). (See pars. 597 and 516–c.)

(15) **Printing and binding.** (Charges for the printing and binding of reports, publications and other documents.)

(16) **Traveling expenses of persons not government employees.** (Payments for the deportation of vagrants, and transportation of prisoners and other persons.)

(17) **Repair service.** (Cash payments for the repair of boats; automobiles; trucks and motor-cycles, and other equipment.)

(18) **Contingent service.** (Medical attendance of officers and enlisted men; subsistence of prisoners and destitute witnesses; burial expenses of enlisted men, and other expenses not included in the previous headings.)

508. Vouchers will not be issued by Disbursing Officers for unpaid accounts as due bills against the Constabulary, but a statement of personal services and wages due may be given a discharged employee who, for want of funds, has not been paid at the time of discharge.

COLLECTIONS

509. For every official payment received by an officer an *Official Receipt* (G. Form No. 13–A) all three copies properly signed, will be issued showing the character of, and authority for, the collection. (Sec. 609, Adm. Code.)

510. Collecting officers are required to submit to the Insular Auditor through the Quartermaster a monthly report of collections and deposits on *Consolidated Abstract of Receipts* (G. F. No. 11–A) in duplicate to be supported by detailed *Abstract of Receipts* (G. F. No. 12–A) in duplicate also, and accompanied by the duplicate and triplicate copies of the official receipts G. F. No. 13–A issued for the collections made during the period of the report. Triplicate copies of G. F. No. 11–A, G. F. No. 12–A, and quadruplicate copies of G. F. No. 13–A will be retained for file. (General Circular No. 149, June 16, 1920.)

511 (*a*) All money collected should be deposited in the Insular Treasury at the end of each month, or as soon as the total amount collected reaches ₱500. (Secs. 610 and 647, Adm. Code.)

(*b*) Collections will be invoiced on *Account Current of Collections* (G. F. No. 14–A) which will be prepared in triplicate. Two copies, together with the funds, will be sent direct to the Insular Treasurer and the third copy will be retained by the collecting officer for his files. (Sec. 647, Adm. Code.)

(*c*) The date on which funds are shipped and the amount of them will be shown on all three copies of *Consolidated Abstract of Receipts* (G. F. No. 11–A); also the number of the treasury receipt issued by the Insular Treasurer will be inserted on the copy retained by the collecting officer when the receipt arrives.

(*d*) If a treasury receipt be not received within a reasonable time after the money has been forwarded, one should be requested. (Sec. 647, Adm. Code.)

512. Before making a remittance by mail, a memorandum of the warrants and bills to be sent will be made. In the case of a warrant or a note of unusual denomination, the number and value will be sufficient record; in the case of a large number of bills of small denominations in series the inclusive numbers will be recorded. Paper currency not in series will not usually be remitted but will be exchanged for a warrant, a note of large denomination, or a postal money order. Disbursing Officers at provincial capitals, may avoid the necessity of mailing cash by obtaining from the provincial treasurer a check on the Philippine National Bank. The memorandum will be kept in the safe until receipt of the remittance has been acknowledge, when it will be destroyed. All money collected will be remitted in full to the Insular Treasurer. The cost thereof such as registry fees, money order fees, exchange rates, etc., will be paid from the general funds on a general voucher or from personal funds, reimbursement being claimed thereafter in the usual way. (Sec. 647, Adm. Code.)

513 (*a*) Collecting officers located at distant stations or at stations with an infrequent mail service, which renders it impossible for the December account-current of collections to reach Manila by January 10th, will report the

Re Par. 516

(Bul. No. 29, s. 1929)

2. The following 2nd indorsement of the Insular Auditor dated October 25, 1929, is hereby published for the information and compliance of all concerned:

"OFFICE OF THE AUDITOR
MANILA
2nd Indorsement
October 25,1929

Respectfully returned to the Chief of Constabulary.

In view of the reasons contained in the preceding indorsement and as the form accountability of officers in the field are limited to official receipts, which are accounted for monthly in connection with their collection accounts, there is no objection to excusing them from submitting monthly reports on General Form 16(A).

It may be stated, however, that Instruction No. 5 on the back of General Form No. 16(A) has been modified and now reads as follows:

"This form is also intended to be used by subsequent accountable officers for reporting official receipts, warrants, tickets, or other accountable forms in their possession, in accordance with Bureau of Audits General Circular No. 191, dated July 20, 1927. If the officer accountable for the stock is also a collecting officer or a warrant clerk, he will show issues to himself in the latter capacity, just as if he were another individual."

(SGD) BEN F. WRIGHT
As Insular Auditor."

contents thereof by telegraph not later than January 3rd, under the following heads:

Sales of Equipment.
Miscellaneous Receipts.

(*b*) Amounts realized from the sales of supplies or collected in payment of bills previously rendered by this office will not be included in the telegram.

514. In case of sales at public auction two copies of the *Auction Report* (G. F. No. 27–A) will be attached to *Account Current of Collections* (G. F. No. 14–A) and forwarded to the Quartermaster.

REPORT OF DISBURSEMENT

515. Vouchers will be reported on *Abstract of Subvouchers* (G. F. No. 26–A) and *Report of Abstract* (P. C. Form No. 75) in duplicate. The original vouchers with their corresponding abstract will be forwarded to the Quartermaster not less than twice monthly. *Reports of Abstracts* will be numbered serially, the first abstract of each year (or of each new station) being numbered "1." The *Report of Abstract* covering the last payment for a given month will be marked *"Final for the month,"* and will be forwarded to the Quartermaster on the last day thereof. The duplicate copies of vouchers and abstracts will be retained by Disbursing Officers for office file.

516 (*a*) All *Abstracts, Certificate of Expenditures, Reports of Accountable Forms,* and *Reports of Unpaid Obligations* (P. C. Form No. 67), including *Report of Reimbursement Due* (P. C. Form No. 126) will be transmitted to the Quartermaster by registered mail, and, in order to avoid unnecessary expense, will be included by Disbursing Officers in the same package with the *"Final Abstract"* for the month.

(*b*) When vouchers are transmitted by mail to the Provincial Commander for approval, under the provisions of paragraph 442, the *Abstract* (P. C. Form No. 75) and *Abstract of Subvoucher* (G. F. 26–A), pertaining thereto, will be mailed direct to the Quartermaster, along with the reports of unpaid obligations and other reports.

(*c*) When the *Expenditure Voucher* is transmitted by mail to the Provincial and District Commanders for approval, under the provisions of paragraph 597, the total thereof will be included in the *Annual Report of Unpaid Obligations.* (See pars. 507–14.)

INSPECTION OF FUNDS

517. The Quartermaster will have the cash in the possession of each officer under his immediate jurisdiction counted and verified once each month. (See pars. 34, 518, and 519.)

518 (*a*) Provincial Commanders will count all cash, examine vouchers and verify entries in cashbooks of Disbursing Officers in their provinces at least once each calendar month. Inspecting Officers will likewise inspect the accounts of Disbursing Officers when inspecting stations.

(*b*) Provincial Commanders and other Inspecting Officers will report the result of their inspections on *Report of Inspection of Funds* (P. C. Form No. 20). Two copies of the report will be forwarded to the Quartermaster, and one copy will be forwarded to the Provincial Auditor. When the report does not balance or when the total of all the debits does not equal the authorized working capital, the difference should be explained.

(*c*) The duplicate copy of the inspection report will not be returned, except when there are mistakes. Cognizance should therefore be taken for every correction indicated in the duplicate report, and if properly made all records and accounts should be corrected to agree therewith, and the report filed. But if the correction has been improperly made, the report should be returned to the Quartermaster at once with the necessary explanations.

519. If on the last day of the month no inspection of funds be made, the Disbursing Officer will himself forward *Monthly Report of Inspection of Funds and Accounts* (P. C. Form No. 20) to the Quartermaster through his Provincial Commander, attaching thereto a certificate by some responsible Government official as to the correctness of the cash on hand.

Article XVI.—QUARTERMASTER DIVISION—PROPERTY

PROPERTY RESPONSIBILITY

520. Officers are responsible for the proper care and preservation of property and supplies in their charge pending issue or other required disposition. Responsible officers will be held accountable for loss of or damage to property and supplies, caused by any negligence on their part. (Sec. 636, Adm. Code.)

521. Constabulary property is acquired as follows: (*a*) **By purchase** as prescribed in paragraph 533; (*b*) **by transfer** from other Bureaus; (*c*) **by fabrication or being found at station** as provided in paragraph 529; and (*d*) by **confiscation, capture,** or **surrender,** as in the case of contraband articles, unlicensed arms and ammunitions, etc., as provided in paragraph 528.

522 (*a*) Under the category of **Supplies** are included property of all kinds which is stored in bulk, in the Constabulary Warehouse, for future distribution to companies or other units. Articles issued for sale to the members of the service of whatever nature are carried as supplies.

(*b*) Under the category of **Equipment** are included non-expendable articles after they have been withdrawn from the supplies stored in bulk in the warehouse, and have been distributed to Constabulary units for actual use or issue.

523 (*a*) Each officer accountable for Constabulary property will keep a complete set of property cards, which will be arranged alphabetically and grouped according to the classification prescribed in paragraph 525-a.

(*b*) The cards will constitute a part of the station records. They will not be removed by officers when transferred to another office or station.

524. Articles are designated and classified according to the following rules:

(*a*) Name of article, property number, classification letter, and the unit price;

(*b*) The names will be shown in full in all returns, reports, vouchers, inventories, or property cards on which they may be listed or described. The designation of articles will not be changed except by authority of the Quartermaster;

(*c*) All firearms, ordnance, typewriters, safes, scales, motors, outer casing for automobiles, trucks, or motor-cycles, etc. will specify the names of the factory and the corresponding serial numbers. *For example: "1 shotgun, Remington No. 41144"; "1 shotgun, Winchester, repeating No. 31339"; "1 arm chest, rifle Springfield, caliber 30"; "1 safe, field No. 3486"; "1 motor-cycle, Harley–Davidson No. 1928"; 1 outer casing, Goodyear, 34½ × 4 for jitney."*

(*d*) Live stock will be described in *Descriptive Cards for Animals* (P. C. Form No. 71) and not by property numbers. (See pars. 52 and 56.)

525 (*a*) Constabulary property is classified as follows:

Class A. Office, barracks, and field equipment.
Class B. Hardware, machinery, and tools.
Class C. Stationery and office supplies.
Class D. Transportation and forage.
Class E. Clothing.
Class F. Ordnance equipment and spare parts.
Class G. Oils, paints, and cleaning and preserving materials.
Class H. Veterinary supplies and chemicals.
Class I. Buildings and real estate.
Class M. Medical and surgical supplies.

(*b*) The class letter and property number are shown together, thus:

A–75. Clocks, office, at ₱8.49 each.
A–75A. Clocks, office, at ₱10 each.
A–75B. Clocks, office, at ₱6.30 each.
E–48. Pairs, shoes, leather, russet, at ₱6.70 each.
E–48A. Pairs, shoes, leather, russet, at ₱6.40 each.
E–48B. Pairs, shoes, leather, russet, at ₱5.90 each.

526. Invoices, receipts, inventory and inspection reports, vouchers, claims for losses or other papers pertaining to property transactions will show the **property number, the unit price** and the **total value.**

527. Claims for relief from responsibility for damage to property not due to fair wear and tear, by burglary, or by other unavoidable causes will be made by letter to the Quartermaster through the Provincial Auditor for his recommendation. The claim must be made within one month after such loss occurs and will be supported by all available evidence in the form of affidavits in triplicate from the ac-

countable officer and from at least two disinterested persons. If the claim be for the loss of an animal, the disposition made of the carcass will be shown in the affidavits, if known to the affiants, or if not known to them a statement to that effect will be included instead. The descriptive list of the animal in triplicate will also be attached. (Sec. 638, Adm. Code.)

528 (*a*) Captured, surrendered, or legally confiscated arms of a kind and condition that may be used in Constabulary service will be taken up on P. C. Form No. 39, under their proper names, property numbers, and unit prices. Those that are unserviceable and unrepairable, or are obselete or otherwise useless, will be taken up on the same form, without unit prices under the following general headings:

F–479. Bayonets, miscellaneous.
F–480. Belts, miscellaneous.
F–481. Bolos, daggers, and *krises*, miscellaneous.
F–482. Cannons, miscellaneous.
F–483. Gun barrels, miscellaneous.
F–484. Guns, miscellaneous.
F–485. Revolvers, miscellaneous.
F–486. Scabbards, miscellaneous.
F–487. Swords and sabers, miscellaneous.
F–488. Spears and lances, miscellaneous.

(*b*) When captured, surrendered, or confiscated arms are no longer needed by courts as evidence, authority will be requested from the Quartermaster to ship them to Manila.

529. Property fabricated or found at station will be taken up on *Abstract of Constabulary Property* (P. C. Form No. 39), prepared in triplicate. The original and duplicate will be forwarded to the Quartermaster; the triplicate retained by the accountable officer for file.

530. An officer making a deduction on a pay roll or final statement for property destroyed or lost will prepare three copies of the *Statement of Charges of Constabulary Property* (P. C. Form No. 37). One copy will be retained by the Company Commander; one sent by the paying officer with the pay roll or final statement to the Quartermaster; and the third sent to the accountable officer, who upon

its receipt will take credit on his property account. (See pars. 195 and 561.)

531. All field safes used in the provinces will be securely chained to a post or other permanent fixture of the building. The chain will be securely riveted, locked with a heavy padlock, the key of which will be kept inside the safe and will not be removed except when the safe itself is removed. (Upon disappearance or death of the Disbursing Officer, see par. 417.)

532. Duplicate keys of all field-safes, and records of the combinations of all combination-safes are kept in sealed envelopes by the Quartermaster. These will be opened only in case of the loss of original keys or combination-records.

PURCHASE OF SUPPLIES

533. Except as provided in the following paragraphs, supplies will be purchased by the Quartermaster, or an officer designated by him, through the Bureau of Supply, either by requisition or by the direct order and payment system. Requisitions on the Bureau of Supply require the approval of the Quartermaster, the Chief of Constabulary, and the Secretary of the Interior.

534. Purchases of arms and munitions and other ordnance supplies are made from the United States Army without the intervention of the Buerau of Supply.

535. The Quartermaster is accountable for all property purchased in Manila, except medical supplies, which are accounted for by the Chief Surgeon. Transitory articles such as postage stamps, ice, water, rubber stamps, city directories, paper covered books, pamphlets, blank forms, stationery, disinfectants, materials for construction and repair work when bought for immediate use are not taken up in the property accounts, but are expended on the purchase voucher itself. (See par. 752.)

536. The following articles may be purchased locally without the intervention of the Bureau of Supply, (Auditor's Circular 196, Sept. 5, 1928):

(*a*) Poultry, eggs, fresh milk, fresh fish, vegetables, fresh fruits, and grain and green grass for daily consumption.

(*b*) Medicines prescribed by physicians for immediate ministration to the sick when not obtainable from the government dispensary.

(*c*) Articles exclusively the growth and product of the locality, for local use, the same being necessary for official purpose.

Provided, however, That, in case any of the above is obtainable as quickly as to meet the requirements of the service under the "Direct order and payment system" of the Bureau of Supply, the requisition form provided therefor must be used.

(*d*) Materials and supplies for use in the construction, repairs, or maintenance of a public work upon the occasion of any emergency involving danger to life or property, or in any case where the location of the work is remote from Manila.

Provided, That in all cases under this sub-paragraph, the nature of the public work and the circumstances calling for the emergency should be stated fully on the voucher and provided, further, that where the purchase is made locally because of the remoteness of the place of the project from Manila, the necessary materials and supplies must be secured from the most available market at prices not in excess of those of the Bureau of Supply. When the purchasing officer fails to explain the emergency, the voucher will be suspended and the amount thereof deducted from his pay warrant. He will likewise be held responsible in case of a difference between the actual price paid and the price for which the articles might have been obtained through the Quartermaster.

537. Non-expendable articles purchased in the provinces will be taken up and accounted for on *Report of Public Property* (P. C. Form No. 36), which will be prepared in duplicate. One copy will be retained by the accountable officer and the other will be forwarded by the paying officer to the Quartermaster with the voucher on which payment is made. The Quartermaster will then furnish the officer concerned with the **Class Letter** and **Number** of the article by which it will thereafter be identified as Constabulary property.

538. Property purchased by officers in the provinces will be accounted for by the officer receiving it at the actual purchase price shown on the voucher.

539. In case of emergency where time does not admit of advertising, supplies may be purchased in the provinces by written proposal or by oral agreement.

540. Except in emergencies no contract will be awarded, nor will purchases be made, without inviting public competition. (For purchasing animals, see par. 686.)

541. Purchase by contract in the provinces will be made by the Quartermaster, or by an officer designated by him, after advertising for proposals as provided for by law.

542. Oil will be purchased under the direct order and payment system in accordance with instructions issued from time to time to purchasing officers, and will always be taken up as supplies on *Report of Public Property Purchased* (P. C. Form No. 36).

543 (*a*) Without the prior approval of the Secretary of the Interior, no officer disbursing money for the Philippine Constabulary, or directing the disbursement thereof, shall be concerned individually, directly or indirectly, in the purchase or sale of any article intended for, used by, or pertaining to the Constabulary. (Sec. 579, Adm. Code.)

(*b*) Unless authorized by the Secretary of the Interior, officers or employees of the Philippine Constabulary will not purchase supplies for the Government from any person in the Constabulary service, nor contract with any such person to furnish supplies or service to the Government, nor make any Government purchase or contract in which such person shall be admitted to receive or share benefits. (Sec. 579, Adm. Code.)

REQUISITIONS

544 (*a*) Requisitions from the provinces will be approved by the Provincial Commanders, and forwarded to the Quartermaster through the District Commander. Provincial Commanders will, whenever possible, approve at the place of origin such requisitions (except clothing) as are submitted to them, after having actually verified the necessity of each of the articles requested. They will likewise include in their certificate a list of any surplus equipment or supplies found at station.

(*b*) Those from the Manila Garrison, and the Constabulary Academy will be approved by the Commanding Officers thereof, and sent direct to the Quartermaster.

545. All requisitions for supplies, equipment, spare-parts, ordnance, stationery, blank forms, etc., except for clothing and personal requisitions, will be submitted semi-annually to the Quartermaster in triplicate and will be sent so as to reach him not later than 30 days before the beginning of the semester for which the articles are requisitioned. (*Requisitions for medical supplies are governed by pars. 748 and 750; for mineral oil, see pars. 574 and 579.*)

546. Requisitions for supplies for motor-boats, automobiles and motor-cycles will be made separately, no other class of supplies being included thereon. Such requisitions will plainly indicate the purpose for which article are needed, and will show the name of motor-boat or number of automobile or motor-cycle.

547. Special requisitions from the provinces (those for clothing for recruits excepted) must show the urgency therefor. They will not be approved unless it be plainly shown that the Government interest would suffer by delay until the semi-annual requisition is prepared.

548 (*a*) All requisitions must be made on the prescribed blank forms showing definite invoicing and shipping directions.

(*b*) The columns *"Number or amount required," "On hand,"* and *"To be supplied,"* must be carefully filled in. In the column "On hand" opposite each item there will be inserted the total number or quantity actually on hand, including serviceable and unserviceable articles.

(*c*) The metric system will be used in expressing measures or weights, with the exception of manufactured lumber, which may be asked for in English measurements. The use of the metric system is optional in stating sizes, etc., of articles of foreign manufacture. For example: it is proper to ask for 2 kilos of 4-inch nails, 50 meters of ½-inch rope, etc.

(*d*) Requisitions will show as nearly as possible the exact purpose for which all articles are to be used.

(*e*) The necessity for unusual articles must be explained in detail.

(*f*) Articles will be described in specific and not general terms.

549. Incomplete requisitions, requisitions submitted on other than the prescribed forms, or requisitions not submitted in accordance with regulations and the instructions on the forms will not be honored. Before preparing the regular semi-annual requisitions Company Commanders will submit to their Provincial Commanders all articles which they intend to list as unserviceable. In forwarding the requisitions to the Quartermaster, Provincial Commanders will attach thereto a certificate in the following form: "*On (date), I personally inspected the articles listed as unserviceable on this requisition and found the following to be unserviceable: (Insert number and name of articles).*"

550. Requisitions by telegraph will be resorted to only in extreme emergency, as in the case of medicine, spare-parts for motor transportation, etc., where delay would be detrimental to the service.

CLOTHING

551. A clothing allowance is authorized for each enlisted man in addition to his monthly pay, and will be distributed in accordance with the following schedule based on the *Annual Appropriation Act:*

Clothing Allowance *(No part of the clothing allowance either initial or daily will be paid in cash except as herein provided)*	Branch of the service	
	Line and Medical Division	Band
Initial allowance on enlistment (recruits)	₱48.00	₱68.00
Initial allowance on reënlistment within 2 months after discharged	20.00	30.00
Daily allowance	.20	.20
Cash payment certified to by the company commander: Making of uniforms, repair of shoes, reblocking of hats and exceptional articles.	Actual cost prevailing in the locality.	

NOTE.—All cash expenditures made under the above authorization are subject to the general supervision of the Provincial Commander.

552 (*a*) Quarterly requisitions for clothing (P. C. Form No. 53–A) will be sent so as to reach the Quartermaster at least sixty days prior to the end of the quarter. When requisitions cannot be sent through the Provincial Commander and arrive at the office of the Quartermaster within the prescribed time they will be sent direct to the Quartermaster by the Company or Detachment Commanders.

(*b*) Clothing for **recruits** will be obtained on **special requisitions**, which will be forwarded, at the time of enlistment, direct to the Quartermaster.

553 (*a*) Before submitting requisitions for clothing Company Commanders should obtain from each enlisted man a list of clothing needed by him. The Company Commander should then scrutinize each list, and make such additions or deductions as in his judgment may be indicated. He will then prepare a consolidated requisition, based on the individual lists, for transmission to the Quartermaster.

(*b*) Special requisitions of clothing for recruits, and for discharged men on reenlistment, will be submitted when necessary.

554. Clothing for sale to officers will be requisitioned by letter which will be attached to the regular requisitions for clothing. The cost of articles of clothing so furnished will be deducted from the pay of the officers without further notice. Requests which are not in accordance with the foregoing will be filled, but the cost of packing and freight will be charged to the requisitioning officers.

555. The intial clothing allowance of ₱48 is intended to pay for the following articles:

1 raincoat.
1 blanket, khaki.
1 mosquito bar.
2 coats, khaki.
2 pairs breeches, khaki.
1 hat, campaign.
1 shirt, flannel.
1 shirt, khaki.
2 undershirts, cotton.
2 pairs stockings.
1 pair shoes, leather, russet.
1 pair alparagatas.
1 pair puttees, or canvas leggins.
2 sets ornaments, collar.
10 buttons, large.
16 buttons, small.

556. If the initial clothing allowance should prove inadequate to properly equip a recruit, the first quarterly allowance may, in addition, be issued in advance.

557. In no case will clothing be issued to an enlisted man in excess of the total amount of the clothing allowance accruing to him and pay due at the time of issue. In special cases articles of clothing may be issued in excess of the allowance provided the cost is charged against the men concerned on the next pay roll, but this practice will be resorted to only in emergency, and will be generally discouraged. Officers who issue clothing in excess of a man's ability to pay will be held liable for any shortage.

558. When cash payments are made from the clothing allowance for the purchase of exceptional articles, an itemized statement will be filed with the clothing schedule and payroll showing the names of the men receiving the cash and the number, kind, and unit price of the articles to be purchased by each.

559. Clothing will be sold to enlisted men on *Clothing Schedule* (P. C. Form No. 52–A) and will be charged on the pay roll at the end of each quarter or on the pay roll of the succeeding month if the clothing does not arrive before the end of the quarter. Each man will be credited on the pay roll with the full amount due him for clothing allowance on the date the settlement is made. Clothing for recruits and reenlisted men will be issued as soon as received and will be charged on the pay roll at the end of the month.

560. The unused part of the clothing allowance will be credited to the men concerned and carried forward from quarter to quarter to the expiration of enlistment or until honorable discharge, when the amount will be payable up to a maximum of ₱18 on his final statement. Any amount

in excess of ₱18 will revert to the Pension and Retirement Fund. In cases of discharge by favor, unsuitability, or for disability not contracted in line of duty, the whole of the unused part of clothing allowances will likewise revert to the Pension and Retirement Fund.

561. When a man is discharged on expiration of enlistment he will be credited on his final statement with the entire amount due him from the clothing allowance. Against this amount will be charged any clothing that may have been issued to him. A duly prepared clothing schedule will be attached to the final statement. The remainder of the allowance, if any, will be disposed of as prescribed in the next preceding paragraph. (See par. 530.)

562 (*a*) Sales of clothing will be made to officers on sales vouchers;

(*b*) To enlisted men on clothing schedules in duplicate approved by the Provincial Commander as provided in paragraph 559. These schedules will specify articles purchased by enlisted men for their own use;

(*c*) Under no circumstances will enlisted men be charged with articles of clothing to make good deficiencies incurred by an officer, or to supply some person other than the enlisted man charged with the articles.

563. Sales of clothing to enlisted men will be witnessed by a disinterested officer, and never by the officer responsible for the clothing. If no officer be available, a senior noncommissioned officer will witness the sale and sign the schedule. Witnessing officers will be held strictly responsible for the actual issue of each and every article of clothing listed on a schedule to those enlisted men against whom the articles are charged.

564. After the sales have been witnessed and the amounts verified, the Disbursing Officer will certify on the clothing schedule: *"The amounts have been or will be charged on the pay roll of the ..... company for the month of ....."* One copy of the clothing schedule will be filed with the retained copy of the pay roll on which collections are made, and the other copy will be forwarded with the original pay roll to the Quartermaster.

565. Rain coats, caps, uniforms, and other articles of clothing for the enlisted men will be issued in accordance with such provisions as may be authorized by law and provided for in the annual Appropriation Act. (Auditor's Cir. 8, Sept. 28, 1914.)

566. When collection is not made for clothing issued on account of the transfer, discharge, confinement, or death of one or more of the men to whom issues have been made, the names of such men will be eliminated from the regular clothing schedule and a separate schedule, (P. C. Form No. 52–A, or P. C. Form No. 61–A) will be prepared for each man and will be attached to the pay roll or final statement on which settlement is made.

567. When an enlisted man who owes for clothing or for lost property is transferred to another organization, the clothing or property will be invoiced on P. C. Form No. 42–a to the Commanding Officer of the company or detachment to which the man is transferred. If the man be sent to Manila as a casual unassigned, the clothing will be invoiced to the Disbursing Officer, Manila Garrison; to the Disbursing Officer, Zamboanga, if sent to Mindanao or Sulu; or to the Provincial Commander concerned if sent to another District. The enlisted man will be required to acknowledge receipt of the clothing or property on both copies of the invoice and receipt. A Clothing

Schedule or Statement of Charges, as the case may be, will also be prepared and will accompany the descriptive records. The invoice will show reference to the clothing schedule and statement of charges, and vice versa. (See par. 162.)

568. Upon the request of a Company Commander approved by the Chief losses of clothing attributed to unusually arduous field service or extraordinary conditions such as floods, storms, conflagration, etc., may be replaced by a gratuitous issue to enlisted men when authorized by the Department Secretary. Clothing so authorized will be invoiced to the Company Commander and will be charged in his property account. A copy of the special authority for the issue will accompany the invoice. The Company Commander will then issue the clothing to the men concerned. The schedule will be prepared in duplicate, and will bear the following remarks: *"Gratuitous issue, by authority of the Secretary of the Interior, dated ......"* One copy will be retained by the officer responsible for the clothing as a voucher to his property account; the other will be sent direct to the Quartermaster. No entries on the pay roll are required.

569. If any part of the pay or clothing allowance of an enlisted man transferred from one province to another were reported as unpaid, the Company or Unit Commander of the organization from which he was transferred will show in the *Special Statement of Accounts* (P. C. Form No. 8–A) the amount so reported, when, and by whom reported.

570. Blankets, mosquito bars, clothing, and other articles and materials pertaining to an enlisted man's uniform obtained on requisition are for sale to members of the Constabulary, unless they are authorized to be used as station or hospital equipment by the Chief.

STATIONERY

571. The following is the quarterly allowance of stationery for each company:

Articles	Unit	Quantity
Blocks, memorandum, and scratch pads	Number	8
Envelopes, official	do	200
Erasers, rubber	do	2
Fasteners, paper	Box	1
Ink:		
Black	Quart	½
Red	Pint	⅛
Paper:		
Blotting	Sheet	10
Carbon	do	18
Legal cap, ruled	do	100
Typewriting:		
Letterheads, 8 by 10½	do	300
Plain, 8 by 10½	do	600
Plain, 8 by 13	do	200
Wrapping	do	3
Paste, library	Jar	2
Pencils, lead	Number	12
Penholders	do	2
Pens, assorted	do	36
Pins, office	Cone	2
Ribbons, typewriter	Number	2
Twine	Ball	1

572 (*a*) Company Commanders will submit *Semestral Requisitions for Stationery* (P. C. Form No. 54) before the beginning of each semester for so much of the authorized allowance of stationery as may be necessary to meet the probable requirements of the company (or station) office.

(*b*) District or Provincial Commanders, and Medical Officers in charge of hospitals will submit requisitions for stationery as required.

OIL

573. The maximum allowance of mineral oil is as follows:

(*a*) **For barracks** not to exceed 3 cases per company per quarter;

(*b*) **For guardhouse** not to exceed 1½ cases per quarter;

(*c*) **For hospitals** not to exceed 2½ cases per quarter;

(*d*) **For offices of District Commanders, Inspectors and Provincial Commanders** not to exceed ½ case per quarter;

(*e*) **For each Dietz street lamp** authorized for outdoor use by the Chief: not to exceed 1 case during October—December and January—March quarters; and not to exceed ½ case during April—June and July—September quarters.

574. The regular allowance of oil when shipped will be dropped on the *Requisition and Issue Voucher* (G. Form No. 45–l-A). The name of the command, the quarter to which the allowance pertains, and the number of B/L shipment will be clearly stated. For example:

REQUISITION AND ISSUE VOUCHER

Balance on hand	Article	As issued		
		Quantity	Unit price	Total value
	Oil, mineral (Allowance for station al Glan, Cotabato, for 4th quarter of 1928.) **Barracks, cases** 2 **Guardhouse, cases** 1.5 **Street lamp in reservation, cases** 1 **Total cases** 4.5 Shipped on B/L No. Charged to Cotabato.		₱3.19	₱12.76

575. Requisition for necessary allowances of mineral oil for offices, barracks, guardhouses, hospitals, and station lamps will be submitted 60 days before the beginning of each quarter.

576. In the case of distant stations where transportation facilities are meager, an allowance of oil sufficient for a period of 6 months may be supplied in one shipment, upon requisition approved by the District Commander.

577. Special allowances of mineral oil for detached posts in the District of Mindanao-Sulu, and for motor-boats, motor-buses, pumps, or for sale to officers, etc. may be obtained upon proper authority from the Quartermaster. Station Commanders should submit requisitions for such allowances through the District Commander in ample time

for the shipments to reach the desired destination before the supply on hand becomes exhausted.

578. Stations will be supplied by the Quartermaster direct, or through designated officers at Cebu, Zamboanga, or other principal ports, in accordance with schedules periodically issued to conform with existing transportation facilities. Provincial Commanders will from time to time keep the Quartermaster informed of changes in means of transportation or en routes, in order that shipping directions may be corrected.

579. Oil furnished for special purposes will be invoiced on *Invoice of Constabulary Property* (P. C. Form No. 42–a), and will be accounted for by the receiving officer as other supplies.

FORAGE

580. Horses and mules belonging to the Constabulary will be foraged and kept in accordance with the following schedule of allowances:

Kind	Feed								Other articles monthly allowance	
	Daily allowance		Daily allowance		Daily allowance		Daily allowance			
	Oats	Hay	Rice (palay)	Rice hay	Cut feed	Grass	Corn and bran	Chopped straw	Salt	Bedding with rice straw
	Kilos	*Kilos*	*Kilos*	*Kilos*	*Kilos*	*Kilos*	*Kilos*	*Kilos*	*Ounces*	*Kilos*
American horse or mule	4	5	4.5	4	3	13.5	4.5	3.5	10	45
Australian horse	4	5	4.5	4	3	13.5	4.5	3.5	10	45
Chinese pony or mule	4	5	4.5	4	3	13.5	4.5	3.5	6	45
Native pony	2.25	4.5	2.25	2.5	2.25	9	2.25	1.75	6	22
Native pony performing hard work	2.25	4.5	2.75	2.5	2.25	13.5	2.25	1.75	----	----

581. All kinds of forage, except that purchased on traveling expense vouchers, although expendable, will be taken up on *Report of Public Property Purchased* (P. C. Form No. 36), which will accompany the voucher on which pay-

ment is made. Weight will be in kilos, and the price based on this unit of measure.

582. Except when purchased in bulk as provided for in paragraph 583, forage will not be given a property number by provincial accountable officers, but will be expended on the voucher covering the purchase.

583. Locally grown forage will be used whenever obtainable at less price than imported forage. Provincial Commanders will endeavor to purchase grain at harvest time in sufficient quantity to subsist Constabulary animals until the following harvest. For this purpose the Disbursing Officer will secure the approval and authority of the Quartermaster.

584. When grazing is good and animals are not working, the issue of forage should be cut down and may even be dispensed with. The ability of officers to economize in the expenditure of supplies of all kinds, without detriment to the welfare of the service or to the public interest, will be noted in their efficiency records as well as in the reports of inspecting officers. Any tendency to an unnecessary or careless expenditure of government funds or supplies will be promptly checked and reported. (For the enforcement of these regulations see paragraphs 25 and 34.)

585. Requisitions for imported forage must be accompanied by an explanation as to why locally grown forage cannot be obtained. Such requisitions require the approval of the Chief.

586. Forage may be sold at cost price to any officer on his certificate that it is for use of his private mount.

587. An officer may obtain reimbursement for the cost of forage and shoeing of one privately-owned horse, upon his certificate (approved by the Provincial Commander or higher authority) that the horse is necessary for and is used in the performance of his duties. (Sec. 865, Adm. Code.)

588. When forage is expended for the maintenance of a private mount a certificate from the owner to the effect that his horse was used in the Government service during

the period it was foraged at Government expense, will be attached to the expenditure voucher. (Sec. 865. Adm. Code.)

AMMUNITION

589. Ammunition allowance is authorized for the following purposes in accordance with the provisions of the Small Arms Firing Regulation: (*a*) **Annual Target Practice of Officers and enlisted men,** (*b*) **Recruit Target Practice,** (*c*) **Monthly Revolver Target Practice, and** (*d*) **Blank cartridges as prescribed in paragraphs 306 and 591.** (See also par. 635-f.)

590. The allowance of blank cartridges authorized for Memorial Day observances will be expended on *Expenditure Voucher* (P. C. Form No. 38). The strength of the command participating in the ceremony, the name of cemeteries visited, and the number of deceased officers and men whose graves have been decorated will be noted in the return. (See par. 306.)

591. Blank cartridges used for salutes at funeral ceremonies of officers or enlisted men will be limited to three times the number of the prescribed firing squad, section, or platoon. (See par. 306 and 310.)

592. In reporting the expenditure of ammunition for target practice, the names of the officers and the total number of enlisted men who fired will be shown.

593. The oldest ammunition on hand will be used in target practice. Provincial Commanders, after verifying the ammunition in the possession of each company at the end of the practice season, will certify on the target practice reports whether or not this regulation has been complied with.

594. On every voucher covering the sale, transfer or expenditure of ammunition, the year of manufacture as shown on the base of the cartridge, will be indicated. When reloaded ammunition is sold, transferred or expended the date of reloading, as shown on the box, will be noted on the voucher.

(BULLETIN No. 2, s. 1930)

1. SUBJECT: ACCOUNTING FOR CONTAINERS.-

The Insular Auditor's Office has adopted a regulation reguiring that the following named CONTAINERS be taken up at the appraised value set opposite each. In order to reduce to the minimum the accounting work involved, it has been decided to take up the CONTAINERS at the time of issue instead of at the time of purchase. This refers to all containers purchased with Insular funds, and does not refer to Company Subsistence funds which are property of the company:

Can, ether, refined	₱0.10
" petroleum	.10
" gasoline	.10
Case, petroleum	.05
" gasoline	.05
" soap	.05
Sacks, rice	.20
" flour	.15
" sugar	.10
" tiki-tiki	.08
" oats	.10
" crushed feed	.10
Demijohns	.70

For example: A case of petroleum is received from the Quartermaster for use in a Constabulary launch. At the time this case of petroleum is turned over to the "maquinista" of the launch, the officer will take up for expenditure "1 case, wooden, petroleum, ₱ .05; 2 five-gallon tins, petroleum, ₱.10 each, ₱.20." These containers then will be placed on Waste Material Report (G.F. 64(A)) and at the end of the month the Waste Material Report covering all of the containers accumulated during the month, together with the containers listed, will be presented to the local

Provincial Auditor for his action; the proceeds received from the sale of these containers by the local Provincial Auditor will be taken up as income under section 573 of the Administrative Code and transmitted to the Insular Treasurer in the same manner as other collections (See pars. 510, 511, etc., P.C.R., 1930.) Attach one copu of the Waste Material Report (G.F. 64(A) to each expenditure voucher (C.F. 38) and transmit to the Quartermaster for audit and record purpsoes (Pars. 597, 640, P. C. R., 1930).

Effective February 1, 1930.

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ORDNANCE—SPARE-PARTS

595. Spare-parts for the service rifle and pistol may be obtained from the Quartermaster Division upon requisition. When practicable minor repairs to service arms should be made locally. Provincial Commanders should see that two or more enlisted men in each company are given experience in such work.

596. Each company should keep on hand one year allowance of spare-parts for the service rifle, pistol and revolver, as enumerated on the *Requisition for Spare-Parts* (P. C. Form No. 53–c). In preparing the semi-annual requisition each Company Commander may ask for all spare-parts required to complete the yearly allowance. Entries will be made in all columns showing the number required the number on hand, and the number to be supplied. Under *"Remarks"* the statement **"To complete allowance"** will be made. Spare-parts will be preserved with the same care as is prescribed for other property.

EXPENDITURES

597. All *Expenditure Vouchers* (P. C. Form No. 38) for supplies and materials will be prepared in triplicate; the original and duplicate will be sent to the Quartermaster through the Provincial and District Commanders; and the triplicate retained for file by the accountable officer. (For report as unpaid obligations, see par. 516–c.)

598. All expendable property, except forage purchased in the provinces, will be expended on the purchase voucher itself. (For expenditure of transitory articles see par. 535; of stamps, see par. 495.)

599. Fragile articles, materials, and commodities, are furnished in authorized quantities to meet the immediate needs of a station and are expended by the Quartermaster upon shipment. When furnished in quantities intended to meet the requirements of a station over an extended period they are invoiced to the accountable receiving of-

ficer as **Supplies**, and the articles or materials are expended as actually used.

600 (*a*) Expendable supplies and Mess Property will be invoiced by the Quartermaster's office on General Form No. 45–1 (A) in triplicate. Upon receipt of the supplies, receiving officers will sign the original and duplicate copies which should be immediately returned to the invoicing officer, retaining the triplicate copy for file.

(*b*) The property listed on General Form No. 45–1 (A) should not be taken up on the property cards of the receiving officer, except Mess Property.

601. Brass shells, loaded, when expended or sold to the Company Mess will be dropped on *Expenditure Voucher* (P. C. Form No. 38), and an equal number of brass shells, empty, will be taken up on (P. C. Form No. 39). One copy of each form will be forwarded to the Quartermaster.

602. In reporting the expenditure of medical supplies the fraction $\frac{1}{2}$ only will be shown in the return. Less than $\frac{3}{8}$ will be ignored. More than $\frac{3}{4}$ will be treated as 1. (See par. 749.)

603. Gasoline remaining at the end of the month in tanks of launches and automobiles will not be counted as expended if it exceeds 1 can or 5 gallons.

SHIPMENT OF PROPERTY

604. No property will be shipped to the Quartermaster without previous authority.

605. When property is shipped to an officer, a check list of the contents will be inclosed in each package, except in the case of factory-sealed packages. The receiving officer will check the property in the presence of at least two competent witnesses. In case of shortage or other discrepancies between the check list and the invoice, the receiving officer will notify the invoicing officer and the Quartermaster by notations or remarks on the face of the receipt.

606 (*a*) Officers charged with the shipping of property will see that adequate precautions are taken to prevent

avoidable damage. Where damage can be shown to have been the result of carelessness in packing the shipping officer will be held responsible.

(*b*) Special precautions will be taken in packing and shipping firearms or munitions. All firearms will be examined, to see that they are not loaded, before they are packed either for transportation or for storage.

607 (*a*) Shipments by railway, commercial boats, or Government vessels will be covered by Bills of Lading, prepared in accordance with the printed instructions on the back of the form. (Sec. 646, Adm. Code.)

(*b*) Shipments on Constabulary boats or vessels hired by the Constabulary may be made without Bills of Lading, but accurate lists of such shipments should be made, and where expedient receipts taken.

608. Officers are not permitted to ship personal effects on Government Bills of Lading, except when changing station under orders, in which case a separate Bill of Lading will be made on which the number of the order directing the transfer will be quoted. A copy of the order will be attached to the duplicate Bill of Lading for reference in settling the bill.

609. The original Bill of Lading may be signed by an enlisted man or other person authorized by the consignee to receive the freight, but the duplicate must always be signed by the consignee himself. No payment of freight charges on a Bill of Lading will be made unless either the original or duplicate has been receipted for by the consignee, or by his duly authorized agent.

610. Boxes and packages for shipment will be marked to wit:

(*a*) Each box or pacakage will be labeled with the address of the consignee, its weight, and the letters "P. C." The name and address of the owner or consignee will also be written on the upper left-hand corner of each box or package;

(*b*) Boxes or packages will be numbered consecutively; no two of them will bear the same number, except in cases of reshipment in which case it should be labeled "**reshipment.**"

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(*c*) When supplies are shipped in large quantities and in packages of like dimensions and weight, numbering may be omitted.

(*d*) Weights and cubic measurements of freight in metric system must be shown on the relative Bills of Lading.

611. Supplies received for transportation are presumed to be in good condition unless otherwise stated on the Bill of Lading; consequently when damaged supplies are presented for shipment, it is very essential that the extent of the damage be shown on the Bill of Lading.

612. Transportation companies, officers, and others handling supplies in transit will be held responsible for their delivery in the same condition as received by them.

613. Erasures, interlineations, or alterations on Bills of Lading must be explained by an officer competent to make them over his signature.

614. In no case will a second Bill of Lading for any one shipment be issued to the carrier, nor will a Bill of Lading be issued after the service has been performed.

615. To insure prompt delivery in the absence of both original and duplicate Bill of Lading the consignee may give the carrier a receipt for stores actually received, which will state that it is given because the Bill of Lading has not been presented. The receipt will be taken up and destroyed by the officer issuing it upon presentation of the Bills of Lading, or of certificates and affidavits in lieu thereof.

616. In case of damage to or loss of property while in the possession of a carrier, the Bill of Lading will be accomplished and a written statement made thereon as to the number of articles damaged or missing, together with the unit price, if known. Payment will not be made on the basis of the Bill of Lading until responsibility for any loss or damage has been fixed by an inspector, unless the carrier admits his liability in writing.

617. When a loss of Government property occurs while in transit, or is caused by fire, theft, or other casualty, the accountable officer shall immediately notify the Insular Auditor, or the Provincial Auditor, according to whose jurisdiction the case pertains. Within thirty days or such longer period as the Auditor may determine, the account-

able officer must present his application for relief, supported by all available evidence. Should he fail to comply with the foregoing requirements he may be held liable for the loss. (Sec. 638, Adm. Code.)

TRANSFER OF PROPERTY

618. The authority given by the Chief for the transfer of property will invariably be shown by notation on the corresponding vouchers.

619. Furniture and other household equipment furnished for barracks, or quarters, will not be transferred from one station to another without the prior approval of the Quartermaster or the Chief.

620. Furniture and other equipment for officers' quarters will be kept in good repair at the expense of the officers using them.

621. In transferring property, invoices and receipts will be prepared in duplicate. One copy of the invoice will be mailed to the Quartermaster, and the other copy, together with the receipts, to the receiving officer who will sign both receipts, forwarding one copy to the Quartermaster and returning the other to the invoicing officer. (Sec. 645, Adm. Code.)

622. Upon receipt of an invoice an officer without waiting for the delivery of the property will take up on *Monthly Report of Property* (P. C. Form No. 125), the value of the articles shown thereon. If after a reasonable length of time the property has not been received, the receiving officers should communicate the fact to the invoicing officer through usual channels.

623. If the receipts do not cover all the property for which the officer relieved is accountable, a report explaining the shortage will be forwarded to the Quartermaster. If unexplained within thirty days after his relief, the total value of all the shortages may be deducted from his pay. (See par. 412.)

624. Property damaged for causes other than fair wear and tear will be transferred only when the responsibility

for such damage shall have been determined as provided in paragraphs 527, 616, 625, and 626.

625. When property damaged or rendered unserviceable, due to fair wear and tear, is transferred, the invoice will be acompanied by a certificate in duplicate stating how, where, and when it was used in the public service. One copy of the certificate will be retained by the officer receiving the property and filed with the invoice. The other will be attached to the receipt forwarded to the Quartermaster.

626. In case of doubt or disagreement as to the cause of damage, the receiving officer will make the following notation at the foot of the certificate of the invoicing officer in the following manner: *"The undersigned does not concur with explanations contained in the above certificate for the following reasons ......"*

627. Memorandum receipts for property will be in duplicate only, officers being forbidden to sign more than two copies. The **Original** will be given to the accountable officer and the **Duplicate** will be retained by the officer receiving the property. Memorandum receipts will be renewed at the end of each quarter or as soon thereafter as practicable; and at such other times as circumstances may indicate.

628. An officer relieving another may accept, in lieu of property, and at his own risk, memorandum receipts that have been given by other officers in the service to his predecessor. Such memorandum receipts must be not more than three months old, and must be free from mutilation of any kind. They must be indorsed by the outgoing officer as authentic and actually in force at the date of transfer.

629. Any correction of an item as to name, quantity, or unit price made on a receipt must be initialed by the receiving officer. Otherwise the item will be invalid.

630. When a combination safe is transferred from one officer to another, the invoicing officer will turn over to the receiving officer the record of the combination. The

officer receiving the safe will, as soon as practicable thereafter, change the combination making a written record thereof in duplicate. One copy will be retained in his own custody. The other copy will be placed in an envelope, sealed and plainly marked "**Combination safe No.** .....**, Station** ....." This sealed envelope will be enclosed in a covering envelope and mailed to the Quartermaster. (In case of death or disappearance of the Disbursing Officer, see par. 417; for keeping of safe, see par. 531.)

INSPECTION AND INVENTORY OF PROPERTY

631 (*a*) Unserviceable property will be presented to the Provincial Auditor or other duly designated officer of the Bureau of Audits for condemnation only after the District or Provincial Commander has made an examination of the property and has approved the inventory and inspection report, which will be prepared in triplicate. (Sec. 640, Adm. Code.)

(*b*) When the inspector has destroyed or otherwise disposed of unserviceable property, he will return one copy of the inventory and inspection report to the accountable officer, and forward two copies to the Quartermaster.

(*c*) The accountable officer will be notified by letter of any corrections made in quantities or unit prices in the inspection report and of the total value of the property destroyed by the inspector.

(*d*) Articles of clothing such as blankets, mosquito bars, pillow cases, sheets, and table cloths issued for use in hospitals and at the Constabulary Academy may be presented for condemnation on Inventory and Inspection report.

632. When an officer receives supplies which are damaged in transit, he will immediately report the matter to the Provincial Commander, enter the names of the articles on an inventory and inspection report and place them before an inspecting officer who will fix the responsibility for and the amount of the damage. (See pars. 527 and 633.)

633. When property becomes unserviceable through causes other than fair wear and tear as, for example, by accident or carelessness a report of all pertinent facts will be made to the Quartermaster through channels who may order necessary repairs to be made. The question of fixing the responsibility for the damage will be determined subsequently, as provided in paragraph 527.

634 (*a*) If insurable property other than a permanent building be damaged, the accountable officer will, within ten days from date of the occurrence, prepare inventory and inspection reports in quintuplicate. A statement showing in detail how the damage to such property was incurred, whether by earthquake, fire, lightning, flood, typhoon, tornado, hurricane or cyclone; location of the damaged property; date on which damage was sustained; and the extent of the damage, will be attached to the inventory and inspection report. The fifth copy of the inventory and inspection report, with statement attached, will be forwarded to the Quartermaster.

(*b*) Officers will not take credit on their property cards for articles submitted to an inspector for action or for which a claim has been made in accordance with this paragraph, until notification of the approval of the inspector's action, or of the allowance of the claim, be received from the Quartermaster. Property damaged in any other manner will not be included on the inventory and inspection report with property for the damage of which claim is to be made against the insurance fund.

635 (*a*) Rifles reported defective will be submitted to an Inspector for examination. The Inspector will make his tests with the prescribed gauges 0.304 inch and 0.308 inch in diameter.

(*b*) Before testing a rifle, the target record of the man who last used it will be examined. If it is found that his average score was 80 per cent or more, the rifle will be rated as in serviceable condition.

(*c*) Rifles in which the 0.304-inch plug gauge does not enter to the ring on the gauge, or enters snugly, will be retained in the service without further accuracy test.

(*d*) Rifles in which the 0.308-inch plug gauge enters freely to the ring on the gauge will be reported to the Quartermaster as unserviceable.

(*e*) Rifles reported to be unserviceable in which the 0.304-inch plug gauge enters freely, and which will not admit a 0.308-inch plug gauge to the ring marked thereon or admit it only snugly, will be tested on target ranges as hereafter explained.

(*f*) The test will be made under favorable weather conditions by an expert shot with the rifle at slow fire consisting of ten shots at 200-yard range. Two sighting shots and muzzle rest will be permitted. If the mean radius of a group of ten shots be eight inches or less, the rifle will be considered sufficiently accurate to be retained in the service. Results of the test will be certified by the officers supervising the tests. The expenditure of the ammunition required for this test is authorized.

636. Rifles, pistols, and revolvers will not be listed for condemnation on Inventory and Inspection reports. If such arms are rendered unserviceable through accident or causes other than fair wear and tear, and they are not repairable at the station, a report as to their condition and how caused will be submitted to the Quartermaster, who will issue instructions as to their disposition.

637. Inspectors will test ammunition when necessary during the inspection of a station. The object of the test is to prevent the issue of defective cartridges. Inspectors will not condemn or destroy them in lots, except when 10% is found defective, i. e., when one out of every ten misses fire.

638. If an Inspector decide that property submitted for his inspection is unfit for service but may have a salable value, he will note the fact in the proper column of the

inventory and inspection report. Either he, or the accountable officer upon the authorization of the Inspector, will advertise the sale in at least six issues of a local newspaper, or by posting at least four notices in public places for six days after the expiration of which he will sell the property by auction. Receipts from sales will be accounted for as prescribed in paragraph 514. (Sec. 640, Adm. Code.)

639. Inventory and inspection reports are not required in connection with claims of relief from responsibility for property lost. If the Auditor find that the loss resulted through no fault of the accountable officer, he may, with the written consent of the Governor-General, allow the officer credit, if the property lost do not exceed in value ₱2,000. If the claim exceed that amount, it will be transmitted by the Auditor through the Governor-General, to the Philippine Legislature for relief by legislative enactment. (Sec. 651. Adm. Code.)

640. Accountable Officers on the last day of each month, or upon being relieved from a command, or whenever an inventory is taken, will submit an *Expenditure Voucher* (P. C. Form No. 38), showing the expenditures of ammunition, forage, medicines, mineral oil, gasoline, lubricating oils and other supplies during the month. The form will be prepared in duplicate, one copy to be forwarded to the Quartermaster, and the other retained. This will be accompanied by a duly accomplished *Monthly Report of Property* (P. C. Form No. 125). In case of relief, the form will be marked **"Final"** on the upper right-hand corner.

641. All inventories will be prepared and forwarded to the Quartermaster in duplicate, accompanied by a *Monthly Report of Property* (P. C. Form No. 125) the net total of which should agree with the aggregate total of the inventory. Inventories will be rendered periodically as follows:

First Quarter, District of Mindanao.
Second Quarter, District of Visayas.
Third Quarter, District of Southern Luzon.
Fourth Quarter, District of Northern Luzon, Headquarters, Academy, Band and Manila Garrison.

x x x x x x x x

"Sec. 584-A.- Check and audit of property and supplies from time to time.- In addition to the general powers of the Bureau of Audits mentioned in the next preceding section, it shall be the duty of said Bureau to make from time to time a careful and thorough check and audit of all property of the Bureaus and offices, not only of the Insular Government but also of the governments of the provinces, municipalities, and chartered cities. The check and audit provided for in this section shall not be confined to a mere inspection and examination of the vouchers, inventories, and other papers on file in the Bureaus and offices with respect to said property or supplies, but shall include on o ular verification of the existance and condition of said material, and said bureau shall subsequently make its recommendations in the proper annual report."

"Sec. 2. The sum of fifty thousand pesos is hereby appropriated, out of any funds in the Insular Treasury not otherwise appropriated, which sum shall be placed at the disposal of the Insular Auditor for the payment of the salaries of such additional personal as may be necessary for the work of the check and audit of property provided for in the next preceding section. In the annual appropriation acts there shall be included, under the head of the Bureau of Audits, the item or items necessary to carry out the purposes of this Act.

x x x x x x x x

642. Once in every twelve months all property of the organization will be inventoried, each accountable officer preparing his own list. For the purpose of this regulation, transfers of property incidental to the transfer of command or station will be considered as inventories. If any officer remain in charge of a station or command for more than twelve months, his property will be checked by his Provincial Commander or by an officer designated by him, provided that in no case will an officer be designated to check his own property. The property will be listed under the following headings, the total of each being shown separately:

A–17 Watercraft and appurtenances.
A–18 Motor vehicles and accessories.
A–19 Land transportation equipment. (Other than motor.)
A–20 Industrial machinery and implements.
A–21 Hand tools.
A–22 Furniture and office equipment.
A–24 Ordnance.
A–25 Technical and scientific equipment.
A–26 Fire fighting equipment.
A–27 Telegraph, telephone and cable instruments.
A–30 Miscellaneous equipment.
B–5 Ordnance materials and supplies.
B–6 Clothing and other salable supplies.

643. The officer who checks the property will report the results under the following heads: (*a*) Found short; (*b*) in excess (*c*) deteriorated by reasons other than fair wear and tear in the service (estimate percentage of deterioration); (*d*) considered surplus and of no use in the station. This report will be signed and submitted to the accountable officer, who will forward it to the Quartermaster through channels, with an explanation of each item under (*a*), (*b*) and (*c*). If the checking officer find no shortage, excess, deterioration or surplus, he will so state in his report. Officers exempt from preparing an annual inventory of their property under the provisions of the preceding paragraph will be required to submit to their Provincial Commanders or to officers designated by them a list of articles falling under the headings (*c*) and (*d*) which after verification will be forwarded to the Quartermaster.

644. Surplus property may be distributed by the Provincial Commander, with the approval of the Quartermaster, among the various organizations of his province, if needed, otherwise it will be presented to an Inspector to be disposed of by him. If the property be serviceable and fit for reissue, or if it be repairable at a reasonable cost, the expense of transportation being considered, the Inspector may, with the approval of the Quartermaster, order its shipment to Manila.

Article XVII.—QUARTERMASTER DIVISION—TRANSPORTATION AND TRAVEL LAW

645 (*a*) In the City of Manila official transportation will be furnished by the Quartermaster under such restrictions as the Chief may impose.

(*b*) Transportation for transient officers, employees, and supplies in Manila, will be provided by the Quartermaster; for transient enlisted men, by the Commanding Officer, Manila Garrison.

646. The Chief may in his discretion authorize a special allowance of ₱75 a month to officers who own private motor-cars provided that such cars are habitually used in, and to the advantage of the public service. Authority for such allowances will be published periodically in orders. (Sec. 10, Act 2935.)

647 (*a*) Officers will be encouraged to own horses. On the recommendation of District Commanders, the Chief may authorize that privately-owned horses be allowed commutation of ₱20 a month or actual cost of forage and shoeing. (Sec. 561, Adm. Code and pars. 587–588.)

(*b*) An officer to whom forage is issued or who receives commutation for the upkeep of a private mount will not be allowed a Government horse for his use unless it can be shown that the requirements of the station warrant such additional animal.

648. The cost of transporting motor-cars, motor-cycles, or horses owned by officers may be borne by the Government only when it can be shown to the satisfaction of the Chief that they will be used at the new station in the public service.

649. Motor-cars, trucks, launches, etc., for the purpose of Constabulary transportation are assigned to Districts or provinces by the Chief, and will be operated under the direction of the officer in command of the station to which assigned. He will be responsible for its preservation and repair.

650. Launches, or motor-cars or other vehicles, which may be furnished District or Provincial Headquarters for

official purposes will, whenever practicable, be made available to officers requiring transportation in the interest of public service.

651. Officers accountable for motor vehicles or launches will attach to their monthly expenditure vouchers an itinerary of each trip made during the month, giving the following information:

(*a*) *Date of departure.*
(*b*) *Point of departure.*
(*c*) *Destination (the farthest place reached by the vehicle or launch.)*
(*d*) *Number of kilometers traveled in going and returning.*
(*e*) *Purpose of journey.*

652. Boats when not in use will be hauled out of the water and placed under shelter. Block and tackle will be furnished for this purpose. Paint, oil, and repairing materials are furnished by the Quartermaster.

653. Boats will generally be insured upon authority of the Chief. (Secs. 337 and 341, Adm. Code.)

654 (*a*) Spare-parts for boats, automobiles, motor-cycles and bicycles costing ₱5 or more, will be invoiced by the Quatermaster as supplies.

(*b*) Spare-parts costing less than ₱5 will not be taken up by receiving officers in their property accounts.

(*c*) Spare-parts will not be dropped on expenditure vouchers.

(*d*) New parts will be used to replace those that have become unserviceable.

(*e*) Old parts, when replaced by new ones costing less than ₱5, will be discarded.

(*f*) Old parts that may be replaced by new ones costing ₱5 or more, will not be dropped but will be treated as items of the officer's property accountability. These will be given property numbers and unit prices to correspond to the new parts used and will be submitted to a Provincial Auditor for action on an inventory and inspection report under the heading: *"Spare-parts replaced by new parts, month of .....".* The name of the boat or number of the machine from which removed will be shown.

655. Repairs to watercraft owned and operated by the Constabulary will be made in government drydock when practicable; in other cases bids on such repair work by outside concerns should be submitted to the Secretary of the Interior before acceptance. Minor repairs, not exceeding ₱25 in cost, may be made on the authority of the Provincial Commander.

656. District and Provincial Commanders and all inspecting officers are expected to see that Constabulary motor-cars and other vehicles are kept in a constant state of good repair. Provincial Commanders may authorize expenditures for minor repairs. Extensive repairs such as general overhauling will be made only upon authority of the Chief.

TRANSPORTATION OF PERSONS

TRANSPORTATION ORDERS, G. F. NO. 59–A

657. General Form No. 59–A, issued for transportation on all commercial or Government boats, except those owned or chartered by the Constabulary, will contain all facts necessary to insure the proper audit of transportation bills and will state specifically the nature and purpose of the journey. The mere statement **"Official Business"** is not sufficient.

658. In making out transportation orders, the name and status of the passenger will be given; in case of a detachment, the name and status of the person in charge and the number and status of the remainder of the detachment. Before paying a bill for transportation the order will be signed by the issuing officers and receipted by the person or persons for whom issued.

659. Officers issuing transportation orders will indorse on the relative travel order the number and date of the transportation order, the number of passengers and the class of transportation furnished, point of departure and destination, and the name of the vessel, railway, etc. A copy of the travel order, duly indorsed, will be mailed immediately to the Quartermaster.

660. When transportation for more than one individual is requested in a single order the signature of the first

person named in the order will be a sufficient receipt, but a notation will be inserted to the effect that transportation was actually furnished to all the persons named. For example, in case of a travel order for Corporal Cruz, 3 enlisted men, and 2 prisoners, the notation will be: *"For myself, 3 enlisted men, and 2 prisoners."*

661. All orders directing the travel of companies or detachments will specify by what means of transportation the travel will be performed. If the Company or Detachment Commander be not authorized to contract for transportation, he will make a request on the nearest officer so empowered, presenting to him the order directing the travel. He will also inform the officer furnishing the transportation as to the number of men and quantity of baggage to be transported, and will furnish such other available information as may be required.

662 (*a*) An officer furnished transportation should, when expedient, notify responsible officers at stations en route of the proposed travel of companies or detachments, specifying the points of departure and destination and number of persons for which transportation or accommodation facilities may be required. The name of vessel, dates of departure, expected arrival, and other essential information should be given in the message, which may be sent by mail or telegraph according to circumstances.

(*b*) Transportation officers (i. e., officers responsible for the provision of transportation), will be held responsible for the proper embarcation of troops, and for the inspection of accommodation provided by common carriers in accordance with the transportation contract.

663. Officers and civil employees may be given first-class transportation; secret-service agents may be given first or second-class transportation, in the discretion of the Superintendent, Intelligence Division; enlisted men, third-class transportation; prisoners under sentence, third-class transportation. Other prisoners will be given such class of transportation as in the discretion of the authority directing the travel may deem suitable.

664 (*a*) Transportation orders will not be issued: (1) For travel of persons going on or returning from leave of absence; and (2) For travel on personal business.

(*b*) If issued for **non-official business** at the request of an officer approved by the Chief, the cost will be deducted from the salary of the officer.

(*c*) An officer reporting to duty from either accrued or vacation leave, if reassigned to his former station will proceed thereto at his own expense. If he is assigned to a new station he will also proceed thereto at his own expense, but if the cost of transportation is greater than it would have been in returning to his former station, the Government will refund the difference which will be claimed in the first traveling expense voucher. Officers reporting to duty from accrued leave or vacation leave en route to station where assigned are not entitled to per diems.

665 (*a*) Officers are authorized to issue travel orders to officials of other branches of the Insular Government service only in cases of emergency, and when there is no other official in the locality who is empowered to issue Transportation Orders.

(*b*) If an order be issued under exceptional circumstances for an official or employee of another Bureau, the name of the Bureau to which the travel is chargeable will be written on the order. Before issuing it the applicant will be required to furnish a copy of the order authorizing the travel or an application for transportation signed by an official of his Bureau or province, and such order or application will be indorsed and forwarded by the officer issuing the transportation as in the case of Constabulary travel orders.

666. Blank *Transportation orders* (G. Form No. 59–A) will not be removed from the station to which furnished, nor will they be transferred to other officers except on specific authority of the Chief.

667. No portion of an order above the signature of the issuing officer will be changed in any particular. If explanations be necessary, they will be made upon the face of the order below the signature of the issuing officer, and will be signed by the officer making them.

668. Duplicate orders for transportation will not be issued, nor will one be issued after the travel has been performed.

669. (*a*) The travel expenses of prisoners transferred from Bilibid to a province, or to the Penal Colony at Iwahig or San Ramon are paid by the Bureau of Prisons. The expenses of the Constabulary escort are paid by the Quartermaster. (Sec. 1750, Adm. Code.)

(*b*) When requested by the Director of Health or his agent, it shall be the duty of the Constabulary to arrest and deliver a leper and all expenses incident thereto are chargeable to the Constabulary appropriation. (6th Ind., Insular Auditor to Director of Health, April 21, 1923; Sec. 1058, Adm. Code.)

(*c*) Expenses incurred in connection with the guarding of an insane while being transferred from one province to another by the Philippine Constabulary are chargeable against the Constabulary appropriation. (6th Ind., Insular Auditor to the Director of Health, April 21, 1923; Sec. 1045, Adm. Code.)

(*d*) Expenses of Constabulary escorting minors for delivery to the reformatory are chargeable against the Constabulary appropriation. (Auditor Ruling; Secs. 870 and 1748, Adm. Code.)

670. Transportation of indigent civilians from provincial points to Manila at the expense of the Constabulary will not be authorized or approved.

671. The cost of transportation and subsistence of Constabulary guards conducting prisoners is payable from Constabulary funds. Officers will not furnish transportation or subsistence to prisoners except from the place of capture or surrender to the point where they are turned over to provincial authorities or to a court official for trial. Additional cost of transportation and subsistence is properly payable by the province or municipality. (Sec. 870 and secs. 1747–1748, Adm. Code.)

TRAVEL ON DUTY

672. An officer transferred from one province or station to another will proceed by the shortest route, avoiding un-

necessary delay. Upon arrival at his new station, he will promptly submit to the Adjutant and to the District Adjutant through regular channels, a copy of his travel order, noting thereon the following:

(*a*) *Date of receipt of order:* .....
(*b*) *Date of arrival of relief at old station:* .....
(*c*) *Date of completion of transfer:* .....
(*d*) *Date of departure from old station:* .....
(*e*) *Date of arrival at new station:* .....
(*f*) *Transportation used:* .....

.....
(*Signature*)

.....
(*Date mailed*)

673. Officers' baggage:

(*a*) Officers traveling under orders which do not involve a change of station are allowed only such baggage as the transportation company will carry free.

(*b*) If the journey is made on foot or on horseback, reimbursement will be allowed for transporting baggage not exceeding 25 kilos.

(*c*) Officers changing station are allowed to ship as freight and at public expense household effects not to exceed a total of 1,500 kilos. Household effects will include wearing apparel, furniture of all classes and kinds, books and papers, table and kitchen wares only.

674. Officers holding provincial positions in the non-Christian provinces or elsewhere under the Director of the non-Christian Tribes will be guided by the following regulations as to per diems and transportation expenses:

(*a*) Per diems shall be prorated between the province concerned and the Philippine Constabulary in the same ratio that the salaries received from the entities bear with each other.

(*b*) Whenever provincial transportation is furnished, the expenses shall be borne by the province concerned.

(*c*) Whenever transportation is furnished by the Constabulary, this organization will bear the expenses.

(*d*) Other transportation expenses not included in the above, as in the case of common carriers, cargadores, forage and other miscellaneous expenses shall be borne by the Constabulary and the province concerned "share and share alike." (Ruling duly approved by the Secretary of the Interior and Insular Auditor.)

675 (*a*) Officers and civil employees traveling under orders will, except with respect to passages provided by Trans-

portation Order, defray their expenses from personal funds. Reimbursement for the total expenses incurred should be claimed, at the end of the journey, as provided in paragraph 677.

(*b*) Disbursing Officers are not authorized to advance Government funds to officers for the purpose of defraying traveling expenses. (Auditor's ruling.)

676. Travel on official business performed without previously obtained authority will be reported to the proper superior officer, whose confirmation in subsequent orders will be accepted as if the order had been issued in advance.

677 (*a*) Officers are entitled to per diems when legitimately away from their regular stations on official business. A stop-over in any town for personal convenience does not entitle an officer to per diems or other incidental expenses during such time. Save under exceptional circumstances officers will not be allowed per diems at rates higher than those authorized in section 300 of the Administrative Code. Per diems will be allowed in accordance with the provisions of section 300, Administrative Code.

(*b*) The following exceptions are quoted from section 299, Administrative Code:

"Per diems shall not be allowed to members of field parties or others for whom subsistence in kind is supplied or other special provision made to cover travel expense.

"When travel is done by water and subsistence is not included in the transportation only the amount actually and necessarily expended for subsistence shall be paid, and no per diem shall be allowed in lieu thereof."

678. For the purpose of computing per diems the daily allowance will be divided into four equal parts corresponding to three meals and one night lodging, to be allowed as follows:

(*a*) **Breakfast**—When leaving station on a trip before 6 a. m., or when returning from a trip later than 7 a. m.; **Luncheon**—When leaving station on a trip before 12 noon, or when returning later than 1 p. m.; **Dinner**—When leaving station on a trip before 6 p. m., or when returning later than 7.30 p. m.

(*b*) Per diems should never be considered or used as a means of increasing the salary of officers and employees, and officers charged

February 3, 1930

BULLETIN No. 6.

1. PER DIEMS - LODGING.-

The Insular Auditor, in connection with per diems allowances (Par. 677 - 678, P.C.R.) rules that officers, when traveling under orders who lodge in quarters owned or rented by the Constabulary, are not entitled to the corresponding per diem allowance for lodging. In view of this ruling, hereafter, officers, who submit Traveling Expense Vouchers for reimbursement of travel expense, will place on the face of the voucher the follwwing certificate:

"I HEREBY CERTIFY THAT FOR THE NIGHTS ABOVE CLAIM FOR LODGING IS MADE, NO GOVERNMENT OWNED OR RENTED BUILDING WAS PROVIDED"

"

And in the preparation of the claim for reimbursement, the officer should make the necessary deductions in the "per diems claimed" for such lodging as was furnished him in buildings owned or rented by the Constabulary. For example: Capt. A. B. leaves his station 9:00 A.M. January 21, 1930; spends night at Talisay in Hotel Dapat; January 22, 1930, he visits station at Tandag and spends night with Lt. YZ, in quarters rented by him per par. 404, P.C.R.; January 23, 1930, Capt. A. B. returns to his station, arriving 4:30 P.M. His claim for per diems should read:

"From lunch Jan. 21,1930, to include lunch Jan. 23, 1930, less lodging Jan. 22, 1930, (8/4) 2 days .....₱ 8.00."

with the duty of revising or approving traveling expense vouchers will exercise the utmost care to guard against abuses or improper claims therefor.

(*c*) Exorbitant claims whether for subsistence, per diems or transportation will be reduced by Provincial Commanders, whose knowledge of the locality, importance of the business transacted, and circumstances of the journey, etc., should enable them to do so with justice and equity.

679 (*a*) *Traveling Expense Vouchers* will be submitted in duplicate on G. Form No. 8–A to the Quartermaster for payment. In the case of line officers traveling within their own provinces such vouchers may be approved by Provincial Commanders. If traveling outside of provincial limits vouchers must be approved by District Commanders.

(*b*) Vouchers in connection with general or special elections will be submitted in triplicate.

(*c*) *Traveling Expense Vouchers* of Medical Officers will ordinarily be referred for approval to District Commanders. But at remote points they may be transmitted, through the Provincial Commander, to the Chief Surgeon for approval. The latter will then turn them over to the Quartermaster for payment.

(*d*) Where vouchers are forwarded direct to the Quartermaster or Chief Surgeon, a triplicate copy will be furnished the District Commander, who may disallow any item thereon, forwarding such triplicate copy with his action to the Quartermaster. Items so disallowed will be deducted by the Quartermaster from the next salary warrant of the officer concerned. If no disallowance is made by the District Commander, the triplicate copy of the traveling expenses voucher will be filed for six months in his office.

680. In the preparation of *Traveling Expense Vouchers* (G. Form No. 8–A), the following instructions (in addition to those printed on the back of the form) should be observed. (See par. 483.)

(*a*) A copy of the order directing the travel will accompany the voucher.

(*b*) Items for forage should show the class of animal (whether native, Australian, etc.) fed. If the horse is

Government property the name of the accountable officer should be shown.

(*c*) Items not incurred within the inclusive dates shown in the Travel Order should not be included. Such items will not be allowed in audit.

681 (*a*) In submitting claims for reimbursement for travel by automobiles or trucks, it must be shown on either the receipt or voucher that the automobiles or trucks were operating on regular lines and charging regular fares.

(*b*) The hire of automobile for special trips will be permissible only in cases of emergency and where the emergency is fully explained on the voucher.

682. The following instructions governing the preparation of *Traveling Expense Receipt,* as revised, G. Form No. 3–A, will be observed:

(*a*) Receipts for payment of ₱1 or more should be secured, except payments for railroad or steamship tickets.

(*b*) Number and place of issue of the cedula of the payee should invariably be shown below his signature.

(*c*) Witnesses and their cedula number and its place of issue are required in the following cases:

(1) When the signature of the payee is illegible, or when he cannot sign, and acknowledgment is made by a cross (×) or thumb mark; or

(2) In case the payee does not have his cedula with him.

(*d*) Failure to state the payee's or witness' cedula number and its place of issue will require an explanation satisfactory to the Auditor. (See sec. 1447, Adm. Code.)

(*e*) Whenever the amount paid appears excessive compared with the usual rates for similar service prevailing in a locality, an explanation of the circumstances which justified the payment should be noted on the travel voucher.

(*f*) Receipts containing material alterations, such as changes in the dates, amounts or names of either person or place, will invalidate the claim. (Cir. No. 195, Bureau of Audits, April 19, 1928.)

683 (*a*) Traveling expenses will be reported by individual officers at the end of each month on Constabulary Form No. 126. If no blank forms are available the report may be submitted in the form of a letter addressed to the Quartermaster.

(*b*) Each individual officer or employee will send his voucher to reach the Quartermaster within thirty days after the end of the month to which it pertains except the December voucher or report, which must reach the Quartermaster on or before January 10th of the succeeding year. Failure to comply with these instructions, may result in reduction or disallowance of the claims. If an officer is away from his regular station at the end of the month, the report on Constabulary Form No. 126 may be delivered to the nearest Disbursing Officer for transmittal to the Quartermaster, or he may transmit it direct.

(*c*) Claims should ordinarily be submitted at the end of each month, or when changing station, upon arrival at destination. When not submitted within thirty days of the termination of the journey an explanation of the delay will be attached to the voucher. The signed voucher of the claimant will be construed as an acknowledgment of reimbursement of all travel expenses incurred during the period indicated by its inclusive dates.

684 (*a*) Ex-members of the Constabulary who are subpœnaed as Government witnesses in criminal cases which originated while they were still on the active list will be furnished transportation from their residences to the place of investigation or trial, and return. The Provincial Commander concerned will issue the necessary orders if within the province; the District Commander, if without it. Such witnesses will be authorized to draw the per diem according to their pay and rank on retirement. The traveling expense voucher will be submitted to the Quartermaster through the office which issued the order, accompanied by the travel order, a copy of the subpœna, and a certificate by the Provincial Fiscal or Clerk of Court to the effect that the claimant appeared before the court, and specifying the inclusive dates during which his presence and testimony were required. (See par. 483.)

(*b*) The same principle outlined above will be observed in the case of officers on vacation or accrued leave and enlisted men on pass or furlough. (See par. 97.)

HORSES, PONIES, MULES, AND OTHER WORK ANIMALS

685. Native ponies purchased for the Constabulary must be sound and free from disease as attested by a qualified veterinarian. If no veterinarian is available, they will be examined by the purchasing officer who will certify that no veterinarian was available, that he carefully examined each animal himself and found it serviceably sound, free from disease, and that it conforms to the following requirements: (*a*) Male not less than 49 inches high from withers to base of hoof; (*b*) between 4 and 7 years old; (*c*) with good conformation, broad chest and clean limbs; and (*d*) without saddle scars or other detrimental disfigurements.[8]

686. Purchases of animals in Manila are made through the Bureau of Agriculture; purchases of animals in the provinces may be made upon the authority of the Quartermaster. (See pars. 540 and 541.)

687. Certificates of registration and transfer of animals purchased by the Constabulary will be forwarded to the Quartermaster with the voucher covering the purchase.

688 (*a*) Constabulary animals will be branded with the letters **"P. C."** on the left fore shoulder. The use of hoof or other brands is prohibited. Branding instruments are furnished by the Quartermaster.

(*b*) A descriptive list in triplicate will be made of each animal acquired by purchase or otherwise, on which will be shown the kind of animal, date of birth, size, name, color, marks, brands, etc., and how and when acquired. Two copies will be attached to the original voucher on which the animal is purchased or taken up, and forwarded to the Quartermaster. The third copy will be placed in the correspondence file of the station records and indexed in the Station Records and Index Book under the subject, **"Animals, descriptive lists of."** The manner in which an animal may be finally disposed of (whether by transfer, sale,

[8] Large native mares may be purchased only when specifically authorized by the Quartermaster.

or death) will be shown on the descriptive list. (See pars. 52 and 56.)

689. Regulation Constabulary saddles are as follow: for Filipino ponies ten-inch Whitman saddles with canvas cinch; for American or Australian horses, McClellan saddles of any size, or Whitman saddles larger than ten-inch.

690. All vouchers, including *Inventory and Inspection Reports* (G. Form No. 17–A), and affidavits pertaining to animals will be accompanied by descriptive lists signed by the accountable officer. Descriptive lists accompanying invoices will be signed by the invoicing officer. Those accompanying receipts will be signed by the receiving officer and will, in every instance, show date of purchase, voucher and abstract numbers on which payment was made, and the name of the paying officer.

691. The certificate of any Government veterinarian or of any other veterinarian of reputable standing that an animal belonging to the Government is infected with any dangerous communicable disease and should be destroyed, is sufficient authority for any officer in charge of Government live stock, to act immediately in the premises. Two copies of the veterinarian's certificate should accompany the claim for relief. (Sec. 640, Adm. Code.)

692. In all cases of sickness among Constabulary animals a veterinarian will be consulted if one be available. Reasonable charges for services and medicines may be paid from Government funds upon the approval of Provincial Commanders or higher authority. All claims for relief from responsibility for the loss of animals that may die from sickness will show whether or not the animals were attended by a veterinarian. If an animal die without veterinary attendance the claim will be disallowed unless it be clearly shown that it was impracticable to obtain the services of a veterinarian.

693. Veterinary medicines and supplies will be furnished by the Quartermaster's office on requisition by officers accountable for animals.

Article XVIII.—INTELLIGENCE DIVISION

GENERAL DUTIES

694. The Intelligence Division is composed of a **Superintendent** and such **officers and agents** as may be assigned by the Chief for intelligence duties or as may be provided for by current appropriations. The Superintendent is charged with the supervision and control of all intelligence service required of the division, including measures for the detection and suppression of crime and disorder; the apprehension of criminals; the collection and coördination of information affecting law and order and the security of lawful government; the recording and custody of all documents relating to criminals, crime, lawlessness of every kind; and with a comprehensive observation of the activities and purposes of secret or quasi-fraternal organizations; and of the movements of suspected smugglers or traffickers in contraband.

695. The Superintendent will report directly to, and will receive instructions directly from the Chief, whom he will keep accurately and promptly informed of all unusual or suspicious activities, tendencies or influences in any part of the Islands. In this service the Superintendent will maintain a sympathetic coöperation with the Civil, Military, and Naval authorities.

696. The Superintendent is charged with the custody of prisoners temporarily detained in the City of Manila, and who may be en route to or from the provinces.

697 (*a*) The Superintendent will keep himself informed as to conditions concerning law and order in Manila and its suburbs, and concerning other localities from which information is received through officers or agents, or through the Constabulary stationed therein.

(*b*) District or Provincial Commanders having information likely to be of use to the Intelligence Division will send reports thereof to the Adjutant. (See pars. 21 and 35.)

INVESTIGATIONS

698. The Intelligence Division will not employ its agents to investigate minor offenses or disturbances in the provinces unless they are or threaten to become widespread and to infect other localities with lawlessness. Provincial and municipal authorities, advised and assisted by the local Constabulary, are, under ordinary conditions, charged with responsibility for the security of life and property within their respective jurisdictions.

699. Important investigations initiated, specially those affecting persons in prominent official or public positions, will be promptly reported to the Chief. (For mention in Narrative Report, see par. 1025.)

700 (*a*) Detectives employed by the Constabulary are official agents of the Corps and are authorized to execute lawful Warrants of Arrest, and to make arrests upon reasonable suspicion without warrant, under the limitation of paragraph 1168, for breaches of the peace or other violations of the law. As members of the force they are subject to the provisions of section 2685, Administrative Code.

(*b*) Members of the municipal police or volunteers or guides employed by and acting with the Constabulary come within the purview of this section.

701. Agents will not be given roving or general commissions. They will be employed only for the investigation of specific crimes, the apprehension of specific criminals, or for obtaining specific information.

702. When the Constabulary in a district is confronted with conditions so intricate and insidious as to warrant the employment of special agents, the District Commander should promptly inform the Chief in detail, and (*a*) apply for an allotment for the payment of temporary agents; or (*b*) apply for a special allotment for intelligence (i. e., secret service) work; or (*c*) apply for the temporary assignment of agents of the Intelligence Division.

703. Officers or agents sent to a province upon request from the Intelligence Division to assist in the detection of crime or the arrest of criminals will work under and render their reports in duplicate to the District Commander, or such officer as he may designate. Copies of reports of agents will be furnished promptly to the Chief by the District Commander, together with any information the latter may possess as to the efficiency or integrity of agents. When such officers or agents require the assistance of temporary agents, detectives, spies, or guides, they will so report to the officer under whom they are working, so that the latter may obtain the necessary authority from the District Commander.

704. Officers and enlisted men on plain-clothes duty will be governed by the following:

(*a*) A Provincial Commander may authorize or direct officers and enlisted men to wear civilian clothes where special secrecy is desired. A limited supply of official badges is furnished each Station Commander for use on such occasions.

(*b*) Station Commanders will keep accurate records of all occasions when **plain-clothes duty** is performed, showing the names of the officers and enlisted men, date and hour of departure from station, the purpose and result, and the serial numbers of badges used.

(*c*) District Inspectors and Provincial Commanders should frequently inspect these records. A summary of **Plain-clothes work** should be included in the Monthly Narrative Reports. (See par. 1044–b.)

705. When railroad passes are used by officers or enlisted men while traveling on trains in civilian clothing, the officer or soldier concerned will be furnished with a badge of authority. In the case of a detachment the officer or man in charge will be entrusted with the badge which will be shown, when required, to the train conductor, inspector, auditor or other railroad official authorized to examine tickets or travel permits.

706. Permanent and temporary agents of the Intelligence Division will be employed only upon the written authorization of the Chief. Such agents when traveling on official business and when absent from their permanent stations will receive in lieu of traveling expenses the per diem that

may be authorized by the Appropriation Acts or allowed by the Chief.

INTELLIGENCE DIVISION RECORDS

707. Important information collected by the Intelligence Division or received from Provincial Commanders, will be collated, digested, and indexed by the record section. Such information will embrace:

(*a*) Information concerning important criminals, whether at large or in custody, and concerning persons pardoned or paroled including personal descriptions, finger prints and photographs. Information concerning persons at large for whose arrest warrants may exist will be periodically published in advance and general alarms.

(*b*) Information concerning outlaws and other armed bands; names, aliases, age, former occupation, residence, and description of their members; names and residences of their relatives and friends.

(*c*) Information concerning general conditions in disturbed provinces, including the purposes, efforts, and names of officials of secret societies.

(*d*) Detailed histories of outlaw bands, secret organizations and their movements, with information as to who are or were the principal members.

708. The Intelligence Division will keep a file, properly indexed, of tracings and maps of such parts of the Archipelago as are available in the Corps or as can be secured from Government Bureaus, and will, on requisitions approved by the Chief, issue maps to the organization. Copies of sketches made by Constabulary officers should be sent to the Intelligence Division through regular channels. (See par. 49.)

709. The finger-print cards of members of the Constabulary which are sent to the Headquarters with the enlitsment paper will be filed, recorded, and indexed in the office of the Intelligence Division. (See par. 149.)

REWARDS

710. Pecuniary rewards may be offered by the Chief with the authority of the Governor-General:

(*a*) For the capture, or for information leading to the capture, or leading to the capture and conviction, of a

member of a band of brigands or *ladrones* or, of the perpetrators of any murder, robbery, or other crime; or

(*b*) For the capture or for information leading to the capture of an escaped convict. (Sec. 64 (*j*), Adm. Code.)

711. When rewards are authorized the fact will be communicated confidentially to the Provincial Commander through the District Commander concerned. Notice of Rewards will not be made public unless by direction of the Chief. Similarly, the Provincial Commander, or other officer in authority, will communicate the information confidentially to such persons as are likely to be of assistance, and will not publicly advertise the reward unless instructed to do so by higher authority.

712. The death, or capture and conviction of an outlaw must be authenticated before payment of a reward, in the manner following:

(1) **In case of death.**—Certificates as to the identity and the fact of death of the outlaw by the Provincial Governor and Provincial Commander; finger prints of deceased outlaws or outlaws killed in action, should be taken whenever possible.

(2) **In case of capture and conviction.**—Certificate by the Clerk of the Court that the alleged outlaw was tried and convicted and that the decision has become final.

(3) **In either case,** certificates by the Provincial Governor and Provincial Commander identifying the claimants to the reward, with details of the services rendered.

713. Rewards will not ordinarily be paid to persons in the service of the Federal, Insular, Provincial, or Municipal Governments. In special cases, however, on the recommendation of the Chief with the approval of the Governor-General, rewards may be paid to public officials for services in connection with the capture of outlaws or other dangerous criminals.

714. Payment of rewards will be made from the appropriation for secret service funds, unless other specific provision for payments be made by Appropriation Acts. (Secs. 600 and 605, Adm. Code.)

715 (*a*) The Chief may authorize the expenditure of secret service funds for specific cases such as:

(1) The capture of malefactors or outlaws;

(2) Information leading to their capture;

(3) Information leading to the discovery of the whereabouts of outlaws;

(4) The capture of arms, or information leading to the capture of arms or supplies of outlaws;

(5) Information leading to the discovery of unlicensed firearms;

(6) Information as to the habits, haunts, and movements of outlaws or other malefactors;

(7) Information leading to the discovery of those who furnish supplies to, or aid and abet bandits or other outlaws;

(8) Information leading to the discovery and capture of incriminating documents, such as letters, commissions, etc.

(*b*) Funds appropriated for secret service purposes cannot be expended in violation of substantive law, to wit:

(1) To increase a salary fixed by law or in orders;

(2) To regular employees at fixed salaries for additional compensation as temporary agents or otherwise;

(3) To an officer or an enlisted man of the Constabulary;

(4) To cover expenses that are properly chargeable to other subheads of appropriation, under the plea that they have been incurred for secret service purposes;

(5) For the subsistence of prisoners;

(6) For the subsistence of officers or agents of the Constabulary;

(7) For traveling expenses of officers, enlisted men, or regular agents or employees.

ENFORCEMENT OF ACT No. 2381 AS AMENDED BY ACT No. 3006 (OPIUM LAW) AND PAYMENT OF REWARDS TO INFORMERS

716. The Chief of Constabulary is custodian of all prohibited drugs and instruments captured or confiscated in the Philippine Islands. (Executive Order No. 20, series of 1922.)

(*a*) All drugs, instruments, apparatus, and articles in the possession of the Bureau of Customs, Bureau of Internal Revenue, or any other Bureau or Office, Insular, provincial, municipal, whether pending adjudication by the courts or for other purposes, shall be immediately invoiced and turned over to the Chief of Constabulary or such officials as may be designated by him to receive same, within twenty-four (24) hours after coming into possession thereof.

(*b*) Provincial Commanders are designated as agents of the Chief to receive all prohibited drugs and all instruments, apparatus, and articles especially designed for the use thereof, which may be seized or found in their respective provinces. When such drugs and par-

aphernalia shall have been finally declared confiscated by the courts, they will be shipped to the Quartermaster, Manila, to be disposed of according to law. No opium or paraphernalia will be kept in the office of the Provincial Commander, except that held pending action of the court.

(*c*) The retention of prohibited drugs and paraphernalia by Justices of the Peace, Clerks of Courts, or any other official not designated by the Chief of Constabulary is contrary to law; and Provincial Commanders will see that all such prohibited drugs and paraphernalia captured or seized within their provinces, are turned over to them for safekeeping within twenty-four (24) hours after such capture or seizure. Provincial Commanders are charged with the responsibility for the safekeeping of all prohibited drugs and paraphernalia received by them from whatever source until final disposition is made by shipping same to the Opium Custodian Committee as provided in paragraphs 717 and 718.

(*d*) Upon the transfer of a Provincial Commander, he will prepare invoices and receipts (P. C. Form No. 42–a and 42–b) for all prohibited drugs and paraphernalia in his possession, one copy of the invoice to be mailed to the Opium Custodian Committee, the other copy, together with the receipts, to be turned over to the receiving officer who, after verifying all prohibited drugs and paraphernalia transferred to him, will sign the receipts, mailing one copy to the Opium Custodian Committee and returning the other copy to the invoicing officer.

(*e*) In addition to signing invoices and receipts, both officers will acknowledge the transfer on the reverse side of P. C. Form No. 131. Receiving officers are cautioned to thoroughly examine and check the contents of each package of prohibited drugs and paraphernalia transferred to them with the information contained on P. C. Form No. 131. Any discrepancy will be noted on the card and reported to the Opium Custodian Committee. Packages sealed by the court will not be opened until after adjudication by the courts; when unsealed, packages will be sealed by both invoicing and receiving officers.

717. The receipt, handling and shipment of opium are governed by the following regulations:

(*a*) Upon receipt of prohibited drugs or paraphernalia from Clerks of Courts, Justices of the Peace, Chiefs of Police, or any other source, the Provincial Commander will issue a receipt signed by him to the person from whom such drugs or paraphernalia were received, and will immediately prepare P. C. Form No. 131 in triplicate; the original to be mailed to the Opium Custodian Committee, the duplicate to the Superintendent of Intelligence Division, the triplicate to be retained in the file of the Provincial Commander.

District Inspectors will verify the information contained on P. C. Form No. 131 when inspecting records of Provincial Commanders.

(*b*) When opium is received from the police or other sources in bad condition, the officer receiving same should mark this certificate on the invoice: *Opium in package No. ..... was received from ..... (state source) in bad condition with cans leaking and open or empty (as the case may be).* The responsibility for the loss of opium can then be fixed.

(*c*) Each lot of opium seized or found shall be invoiced separately and, in order to facilitate identification, each separate box, bottle, can, or tin containing or supposed to contain a prohibited drug, and each instrument, apparatus, or articles especially designed for the use thereof, shall be labeled, numbered, and sealed, before the Chief of Constabulary may accept delivery thereof.

(*d*) Before making any shipment of opium to the Opium Committee, officers will assure themselves that containers are properly sealed in order to prevent loss of the contents en route. Where cans, bottles, and containers have been opened for the purpose of ascertaining the contents, such opening should be promptly sealed with sealing wax or otherwise, and no cans or containers in a leaky condition should be packed for shipment, if it is possible to stop the leaks.

(*e*) Prohibited drugs sent to a chemist for analysis will be returned together with three copies of the chemical analysis report; the original to be turned over to the Provincial Fiscal, the duplicate to be forwarded to the Opium Custodian Committee, and the triplicate to be retained by the Provincial Commander and attached to the record of the case. Notation of analysis will be entered on P. C. Form No. 131.

718 (*a*) The Quartermaster, the Superintendent of the Intelligence Division and the Pharmacist (Chemist) are designated members of the Opium Committee. The senior officer will serve as chairman who will appoint one of the members as recorder. (Executive Order No. 20, May 19, 1922.)

(*b*) At the call of the Chairman, these members will meet with an officer or employee of the Bureau of Audits and an officer or employee of the Bureau of Internal Revenue who are to be designated as members of the Committee.

(*c*) The duty of the Committee shall be to destroy all opium, cocaine, and other prohibited drugs and all instruments and apparatus for the use of such drugs which

may be lawfully seized or confiscated, provided that if such drugs, instruments and apparatus have a legitimate commercial value, the Committee shall dispose of them as may be directed by higher authority to the best interest of the Government.

POLICY OUTLINED

719. The following instructions will govern the enforcement of Act No. 2381, and provide a suitable method for the payment of rewards to informers as to violations of the provisions of the Act:

(1) The imposition of heavy prison sentences and deportation in case of foreign recidivists are to be sought rather than the collection of revenue.

(2) In view of last sentence of section 12 of Act No. 2381, all previous convictions under Acts Nos. 1761 and 1910 will be considered as recidivism and the fact of such conviction will, in proper cases, be set forth in the complaint.

(3) The compromise of cases will be discouraged. An offer to compromise will not be considered unless there be unusual circumstances such as to make a settlement appear advisable. Compromise will in no case be considered until the defendant has been bound over for trial. A form for a tentative arrangement as to a compromise is found in subparagraph (8) below.

BLANK FORMS AND REPORTS

(4) In opium case *Report of Arrest* (P. C. Form No. 81) will be used in making report to the Superintendent of the Intelligence Division immediately following an arrest. It will take the place of the *Suspect Identification Card.*

(5) Informers will place their signatures or thumb-marks on the form prescribed at the time of giving the information, whether or not arrest is effected subsequently as a result of such information. If the signature or thumb-mark can not, for any good reason be secured, the name of the informer should nevertheless be given, with an explanation as to why his signature or thumb-mark was unobtainable.

(6) *Opium Voucher* (P. C. Form No. 82) will be used solely for the purpose of paying rewards to informers in opium cases.

(7) *Criminal Record Card* (P. C. Form No. 83) will be used in making final report of each case, with the exception of those which are compromised and are already of record at Headquarters. An authenticated copy of the judgment of the court will be enclosed with the Final Report.

(8) A memorandum of a tentative arrangement for a compromise will be reported by letter as follows:

"To: Chief of Constabulary.

"Subject: Compromise of opium case.

(1) *".....,* ***defendant in*** *case No. ....., was arrested on ..... at ....., for violation of section ..... of Act No. 2381, and was bound over to the Court of First Instance, for trial on ....., 19.....*

(2) *"Report of arrest in this case forwarded to the Superintendent of the Intelligence Division on ....., 19.....*

(3) *"The defendant now requests a compromise of his case and offers to pay to the Insular Government ₱..... in order to avoid prosecution.*

(4) *"As evidence of good faith he has deposited with the (Disbursing Officer, Philippine Constabulary) or (Quartermaster, Philippine Constabulary) the sum of ₱....., (in no case less than the minimum fine). Official Receipt No. ..... attached hereto.*

(5) *"It is fully understood and agreed to by the defendant that this proposed compromise is subject to the approval or disapproval of the Secretary of the Interior, and that it will not prejudice criminal action in the event of its nonacceptance by proper authority.*

(6) *"The undersigned recommends that this offer of compromise be accepted.*

.....

(Rank and Office)

"The undersigned agrees to and accepts the conditions set forth above"

R. Thumb Print

.....

FIXING AMOUNT OF REWARDS

(9) Under the provisions of section 10, Act No. 2381, and in accordance with the schedule approved by the Secretary of the Interior, rewards may be rated as follows:

An amount equal to 15 per cent of the fine imposed may be paid on informer, if his name be specified in the judgment of the Court.

PAYMENT OF OPIUM REWARDS

(10) Payment of rewards may be made by any Constabulary Disbursing Officer on receipt of properly certified vouchers, *Opium Voucher* (P. C. Form No. 82).

(11) Claims of opium informers for rewards under the provisions of Act 2381 will not be paid until the decision of the Court has become final. The decision of the Court of First Instance, unless an appeal is taken, becomes final fifteen (15) days after the pronouncement thereof, after which the reward may be paid. The voucher must be accompanied by a certified copy of the decision of the Court of First Instance and a certificate of the Clerk of the said Court to the effect that the case has not been appealed. If the case has been appealed, then the reward cannot be claimed unless the accused is again convicted by the Supreme Court, and the voucher must be accompanied by a certified copy of the decision of that Court. In no case can the reward exceed ₱45 when the informer has not been designated by name in the decision of the Court. Also, when the informer has not been designated by name in the decision of the Court, the reward cannot be claimed unless the case shall have been reported to the Superintendent of the Intelligence Division on *Report of Arrest* (P. C. Form No. 81) within twenty-four (24) hours after the arrest was made. In case the accused is sentenced to deportation, then, upon the recommendation of the Chief of Constabulary, approved by the Secretary of the Interior, a maximum reward of ₱45 may be paid. In case of compromises, the amount of the reward to be paid will be determined in each case by the Secretary of the Interior upon the recommendation of the Chief.

(12) If two or more violators of Act No. 2381 are arrested at the same time and place, and proceeded against either jointly or severally, and a conviction be had, a reward becomes payable in the case of each.

(13) Persons to whom rewards are paid will usually sign the vouchers in the regular way, and their thumb prints will be imprinted on the vouchers.

(14) Should the best interests of the service require the employment of persons who object to signing their names to vouchers as informers, the following method will be observed:

(*a*) The Provincial Commander will assign such informer a number preceded by name of province, as **Rizal—1**, **Rizal—2**, etc. He will forward confidentially to the Superintendent of the Intelligence Division a report in duplicate stating the name of such informer, his cedula number, the print of his right thumb, and the number assigned him.

(*b*) One copy will be forwarded to the Insular Auditor through the Superintendent of the Intelligence Division for his confidential file and one copy will be filed in the Intelligence Division for verification of subsequent vouchers.

Manila, July 25, 1929

General Orders)
No. 24.)

1. Paragraph 152, General Orders No. 14, s. 1925, is hereby amended to read as follows:

"152. Rewards to opium informers, payment of.- Hereafter, payment of rewards will be made by the quartermaster, P. C., on receipt of properly certified vouchers on Form No. 82, In compliance with the ruling of the Insular Auditor, claims of opium informers for rewards under the provisions of Act 2381 will not be paid until the decision of the court has become final and executory. The decision of the Court of First Instance, unless an appeal is taken, becomes final and executory, fifteen (15) days after the pronouncement thereof, after which time the reward may then be claimed and paid. The voucher must be accompanied by a certified copy of the decision of the court of First Instance and a certificate of the clerk of said court to the effect that the case has not been appealed. If the case has been appealed, then the reward cannot be claimed and paid unless the Supreme Court affirms the decision of the lower court, and the voucher must be accompanied by a certified copy of the decision of the said Supreme Court. In no case can the reward exceed ₱45.00 when the informer has not been designated by name in the decision of the Court; and fifteen per cent of the fine imposed by the court when the informer has been designated by name. An informer is deemed to have been designated by name when his name is mentioned in the decision of the court or in a subsequent auto issued within fifteen days after the rendition of the original decision. When the

informer has not been designated by name in the decision of the court, the reward cannot be claimed and paid unless the case shall have been reported to the Superintendent of the Intelligence Division on Constabulary Form No. 81 within twenty-four hours after the arrest was made. In case the accused is sentenced to deportation, then, upon recommendation of the Chief of Constabulary approved by the Secretary of the Interior, a maximum reward of ₱45.00 may be paid. In case of compromise, the amount of the reward to be claimed will be determined in each case by the Secretary of the Interior, upon the recommendation of the Chief of Constabulary."

(*c*) Thereafter the voucher on which any payment is made to the creditor, will state his number, and will be receipted by right thumb print only.

(15) Members of the Philippine Constabulary, police officers, Internal Revenue agents, and employees of the Internal Revenue, and any other officers or employees in charge of the detection or prosecution of the Opium Law, are not entitled to receive rewards as informers. (See par. 713.)

(16) Section 1574, Administrative Code (section 1, Act No. 2381), reads:

"(*a*) **Prohibited drug**, *as herein used, includes opium, cocaine, alpha, and beta eucaine, their derivatives, and all preparations made from them.*

"(*b*) **Opium** *embraces every kind, class, and character of opium, whether crude, prepared, ash, or refuse, and all narcotic preparations thereof or therefrom, and all morphine or alkaloids of opium and all preparations in which opium, morphine or any alkoloids of opium enter as an ingredient, together with all opium leaves and wrappings of opium leaves, whether such leaves or wrappings are prepared for use or not.*"

(17) Section 1575, Administrative Code (section 1, Act No. 2381), reads:

"*Prohibited drugs may be lawfully kept, used, administered, and dealt in, under the following conditions and by the following persons only:*

"(*a*) *Duly licensed and practicing physicians, dentists, and veterinarians may prescribe and administer, or cause to be administered, prohibited drugs as medicine or anæsthetic and may receive and keep the same in their possession for such use;*

"(*b*) *Government bureaus or officers of the Government duly designated in writing for such purpose by the Governor-General may receive, keep, use, and dispose of such drugs in accordance with law, and the same may be lawfully sold, transferred, or delivered to them;*

"(*c*) *Pharmacists and second-class pharmacists may receive, keep, and dispense prohibited drugs upon the prescription of a duly licensed and practicing physician, dentist or veterinarian, and upon permit from the Collector of Internal Revenue may transfer and deliver the same to other pharmacists and second-class pharmacists or to any person or institution lawfully authorized to receive the same.*"

(18) Section 1576, Administrative Code, provides that: "*Opium shall be imported only by the Philippine Government through the Bureau of Internal Revenue.*" (*See* section 4, Act No. 2381.)

(19) Section 11, Act No. 2381, makes the enforcement of this law one of the general duties of the Constabulary "without prejudice to the full exercise of the powers and duties in reference thereto incumbent upon other branches of the Government service." By ar-

rangement with the other authorities concerned the following spheres of activity have been agreed upon:

"(*a*) *The Insular Collector of Customs will confine the activities of his secret service division, as far as the opium traffic is concerned, entirely to preventing the importation of the drug and guarding the coast at the most important points. He will follow contraband inland only when specific and direct information be at hand.*

"(*b*) *The prevention of Philippine interisland and overland traffic in opium, with the exception of the City of Manila, will devolve entirely upon the Constabulary, as also the apprehension of dealers in, and consumers of, opium.*

"(*c*) *The apprehension and prosecution of violators of the Opium Law in the City of Manila shall devolve upon the city police.*

"(*d*) *There shall at all times be a hearty coöperation and exchange of information on this subject between the bureaus involved, to the effect that duplication of work may be avoided and a higher degree of efficiency be obtained.*"

(20) The following sections of the Administrative Code define the powers of Customs officers:

(*a*) "SEC. 1329. **Persons having police authority.**—*For the effectuation of the customs laws, the following persons are authorized to effect searches, seizures, and arrests conformably with the provisions of said laws:*

"(*a*) *Insular officials of the Bureau of Customs, collectors of customs, deputy collectors, surveyors, inspectors, and secret-service agents of the Bureau of Customs.*

"(*b*) *Officers of any revenue cutter.*

"(*c*) *Any person thereunto especially authorized in writing by the Insular Collector.*

"(*d*) *Officers generally empowered by law to effect arrests and execute the process of courts, when acting under direction of a collector of customs.*

"(*e*) *Any person thereunto especially authorized by a collector of customs, subject to the restrictions stated in the next succeeding section hereof.*

"*Persons exercising the powers hereinabove conferred shall, in the exercise thereof, have the same authority, be entitled to the same protection, and be governed by the same rules of law, not inconsistent with the provisions of this article, as other officers exercising police power in general.*"

(*b*) "SEC. 1330. **Place where authority may be exercised.**—*Persons acting under authority conferred pursuant to sub-section (e) of the preceding section may exercise their authority within the limits of the collection district only and in or upon the particular vessel, or in the particular place, or in respect to the particular merchandise specified in the appointment. All such appointments shall be in writing, and the original shall be filed in the customhouse of the district where made.*

"All other persons exercising the powers hereinabove contemplated may exercise the same at any place within the jurisdiction of the Bureau of Customs."

(*c*) "SEC. 1331. **Exercise of power of seizure.**—*It shall be within the power of a customs officer or person authorized as aforesaid, and it shall be his duty, to make seizure of any vessel, cargo, merchandise, animal, or other species of movable property when the same is subject to forfeiture or liable for any fine imposed under the customs laws, and also to arrest any person subject to arrest for a violation of any customs law, such power to be exercised in conformity with the law and the provisions of this chapter.*"

(*d*) "SEC. 1332. **Duty of officer to disclose official character.**—*It shall be the duty of any person exercising authority as aforesaid, upon being questioned at the time of the exercise thereof, to make known his official character as an officer of the Government, and if his authority is derived from special authorization in writing to exhibit the same for inspection, if demanded.*"

(*e*) "SEC. 1333. **Authority to require assistance.**—*Any one exercising police authority under the customs laws may demand assistance of any person within the distance of three miles, where such assistance shall be necessary to effect any search, seizure, or arrest which may be lawfully made or attempted by him; and in the exercise of such power the protection of the law shall extend to all persons acting with him or under his directions. It shall be the duty of any person upon whom such requisition is made to give such lawful assistance in the matter as may be required.*"

(*f*) "SEC. 1334. **Right of police officer to enter inclosures.**—*For the more effectual discharge of his official duties, any person exercising the powers contemplated in this article may, either in the night or in the day time, enter, pass through, or search any land or inclosure or any warehouse, store, or other building, not being a dwelling house proper. A warehouse, store, or other building or inclosure used for the keeping or storage of goods does not become a dwelling house within the meaning hereof merely by reason of the fact that a person employed as watchman lives in the place, nor will the fact that his family stays there with him alter the case.*"

(*g*) "SEC. 1335. **Search of dwelling house.**—*A dwelling house may be entered and searched only upon warrant issued by a judge or justice of the peace, upon sworn application showing probable cause and particularly describing the place to be searched and the person or thing to be seized.*"

(*h*) "SEC. 1336. **Right to search vessels and persons or merchandise conveyed therein.**—*It shall be lawful for any officer or person exercising police authority under the provisions of this article to go aboard any vessel within the limits of any collection district of the Philippine Islands, and to inspect, search, and examine the same, and any person, trunk, package, box, or envelope on board, and to this end to hail and stop such vessel if underway, to use all necessary*

force to compel compliance; and if it shall appear that any breach or violation of the laws of the Philippine Islands has been committed, whereby or in consequence of which such vessel, or the merchandise, or any part thereof, on board of or imported by such vessel, is liable to forfeiture, to make seizure of the same or any part thereof.

"The power of search hereinabove given shall extend to the removal of any false bottom, partition, bulkhead, or other obstruction, so far as may be necessary to enable the officer to discover whether any dutiable or forfeitable object may be concealed by the same.

"No proceeding hereunder shall give rise to any claim for the damage thereby caused to merchandise or vessel."

(*i*) "SEC. 1337. **Right to search vehicles, beasts, and persons.**—*It shall also be lawful for a person exercising authority as aforesaid to open and examine any box, trunk, envelope, or other container, wherever found, in which he may have reasonable cause to suspect the presence of dutiable merchandise or merchandise introduced into the Philippine Islands contrary to law, and likewise to stop, search, and examine any vehicle, beast, or person reasonably suspected of holding or conveying such merchandise as aforesaid."*

(21) The following sections of the Administrative Code define the powers of internal revenue officers:

(*a*) "SEC. 1571. **Authority of officer in searching for taxable articles.**—*Any officer or agent of internal revenue may in the discharge of his official duties, enter any house, building, or place where articles subject to an internal-revenue tax are produced or kept, or are believed by him upon reasonable grounds to be produced or kept, so far as may be necessary to examine or discover the same."*

(*b*) "SEC. 1572. **Detention of package containing taxable articles.**—*Any revenue officer may detain any package containing or supposed to contain articles subject to a specific tax when he has good reason to believe that the lawful tax has not been paid or that the package has been or is being removed in violation of law, and every such package shall be held by such officer in a safe place until it shall be determined whether the property so detained is liable by law to be proceeded against for forfeiture; but such summary detention shall not continue in any case longer than seven days without process of law or intervention of the officer to whom such detention is to be reported."*

Article XIX.—MEDICAL DIVISION

720. The Medical Division, under the direction of the Chief Surgeon, is charged with the duty of caring for the sick and wounded; with making such physical examinations of officers, enlisted men, and recruits as may be required; with the maintenance, inspection, and control of Constabulary hospitals and dispensaries; with the instruction of the enlisted men of the Division; with the inspection of sanitary conditions at Constabulary stations; and with the provision of all necessary medical, surgical, and hospital supplies.

721. Officers and enlisted men of the Constabulary and officers and enlisted men retired under the provisions of section 874 of the Administrative Code after twenty or more years of service will be entitled to free medicines and free medical and dental treatment, subject to the provisions of sections 699, 868, and 869 of the Administrative Code, and to such arrangements and recommendations as may be made by the Chief Surgeon and approved by the Chief.

722. When officers visit Manila for medical treatment by a physician other than a Constabulary Medical Officer, they will report the fact in writing to the Adjutant, P. C., through the Chief Surgeon, stating the name of the physician and the hospital or private residence where they are receiving treatment.

723 (*a*) No candidate shall be appointed a Medical Officer in the Philippine Constabulary unless he shall have passed the examination prescribed by law for the practice of medicine in the Philippine Islands, and no person shall be appointed a Dental Surgeon in the Corps unless he shall have passed the examination prescribed by law for the practice of dentistry in the Philippine Islands. (Sec. 1, Act No. 3400.)

(*b*) Candidates for appointment as Medical Officers will submit to a competitive examination given by the Chief Surgeon in the following subjects: **Practice of Medicine, Surgery, Obstetrics, Gynecology, Hygiene, Bacteriology,** and **Tropical Medicine.**

(*c*) Candidates for appointment as Dental Surgeons will submit to a competitive examination in the following subjects: **Anatomy (General and Dental), Physiology (General and Dental), Bacteriology (General and Dental), Therapeutics and Materia Medica, Buccal Pathology, Dental Prosthesis, Operative Dentistry, Minor Surgery of the mouth and Anesthesia,** and **Practical works.**

724. District Commanders, after consultation with their District Inspectors, will make recommendations from time to time as to the movements of Surgeons and Dental Surgeons.

725. District Adjutants will forward direct to the Chief Surgeon a copy of all orders affecting officers or enlisted men of the Medical Division.

726. Provincial Commanders and other officers will see that the recommendation of Medical Inspectors and Dental Surgeons are promptly carried out.

SURGEONS

727 (*a*) The original appointment of any Medical Officer in the Philippine Constabulary will be made in the grade of **First Lieutenant.** Every Medical Officer in the Corps is entitled to promotion to the grade of Captain after five years of satisfactory service and to the grade of Major after seven years of satisfactory service as Captain. (Sec. 2, Act No. 3400.)

(*b*) The measure and full meaning of "*satisfactory service*" mentioned in the Act will be subject to the eligibility of the candidate after passing the prescribed promotion examination in each grade together with his efficiency record.

728. Officers of the Medical Division are assigned to Districts by the Chief upon the recommendation of the Chief Surgeon. The number of Medical Districts and per-

manent stations of Medical Inspectors and Dental Surgeons will be periodically announced in General Orders.

729. A Medical Officer will be assigned to each District as District Surgeon. He will be charged with the supervision and inspection of hospitals and sickwards, and the offices of Medical Officers and Dental Surgeons assigned to the District, and will report his findings with appropriate recommendations through the District Commander to the Chief Surgeon.

730 (*a*) Medical Officers, when inspecting a company or station, will make a physical examination of all officers and enlisted men of the command. All concerned will be stripped for this examination, but officers will be examined separately.

(*b*) After each inspection the medical officer will submit a report thereof to the Chief Surgeon, furnishing copies to the District Commander, the District Surgeon, the Provincial Commander, and the officer commanding the unit inspected.

731. Medical Officers in charge of hospitals or dispensaries will keep the pay roll, subsistence, and clothing accounts, and other records of the medical enlisted personnel on duty under them. (Sec. 867, Adm. Code.)

732 (*a*) A Medical Officer assigned for duty in a province is subordinate to the Provincial Commander of that province, and is subject to his lawful orders. (General Orders, 13, 1925.)

(*b*) A Medical Officer on duty with troops employed in field service is subject to the lawful orders of the line officer in command of such troops.

DENTAL SURGEONS

733 (*a*) The original appointment of any Dental Surgeon in the Philippine Constabulary will be made in the grade of **Second Lieutenant.** Every Dental Surgeon in the Corps is entitled to promotion to the grade of First Lieutenant after three years satisfactory service, to the grade of Captain after five years satisfactory service as First Lieu-

tenant, and to the grade of Major after seven years service as Captain. (Sec. 3, Act No. 3400.)

(*b*) The measure and full meaning of *"satisfactory service"* mentioned in the Act will be subject to the eligibility of the candidate after passing the prescribed promotion examination in each grade together with his efficiency record.

734 (*a*) Dental Surgeons accompanied by enlisted men detailed for duty in their offices, with necessary equipment, will visit Constabulary stations and detachments in their respective districts at least once each year, or as frequently as their services may be needed, and remain there until all persons authorized to receive treatment have been attended to.

(*b*) Dental Surgeons, after completion of each tour of inspection, will submit a report in quadruplicate to the Chief Surgeon, who will furnish a copy to the District Commander through the Adjutant, the Provincial Commander, and the officer commanding the unit inspected.

735. Dental Surgeons, after completion of a tour of inspection within their respective districts, will return to their own stations and remain there on their professional duty pending further orders.

736. Dental Surgeons will, not later than January 15th of each year, submit to the Chief Surgeon an annual report on dental work performed during the preceding year. A copy of this report will be furnished the District Commander through the District Surgeon concerned and a copy will be kept for file.

737. Dental Surgeons will devote their full time as follows:

(*a*) To officers and enlisted men of the organization and members of their families.

(*b*) To employees of the organization and members of their families.

(*c*) To officers, enlisted men, and employees of the United States Army.

(*d*) They may devote any surplus time to other persons not specified above, provided that the work will not be done during regular office hours nor interfere with their routine duties.

(*e*) The services of Dental Surgeons in their official capacity will be rendered free to members of the organizations mentioned, except that they are entitled to reimbursement for gold, platinum, and other materials not furnished by the Government, which may be provided at the request of the patient.

(*f*) The following are estimates of the maximum cost of materials in use by Dental Surgeons, and when used, charges should not exceed the figures mentioned below, except under unusual conditions pertaining to bridge work requiring a greater amount of gold, in which case the dentist should explain the reason for the charge to the person treated.

	Incisors	Cuspids	Bicuspids	Molars
Crowns, all gold and porcelain faced	₱4.00	₱4.50	[a] ₱4.50	[a] ₱5.00
Bridge work, dummies porcelain crowns	4.50	4.50	6.00	7.00
Platinum and solder	2.50	2.50	2.50	3.00
Porcelain inlays, platinum	₱0.75 to 1.50			
Gold fillings	.75 to 1.50			

[a] Including use as abutments.

738. If a Dental Surgeon is not provided with the equipment and material necessary to treat a patient, the latter, if an officer or enlisted man, will, upon the written certificate of the Dental Surgeon, be ordered by his District or Provincial Commander to Manila for treatment at Headquarters or at the Manila Garrison.

739 (*a*) Provincial and other unit commanders will preferably select as escorts to prisoners, and for other duties involving travel to Manila, those men who are in need of dental treatment.

(*b*) All enlisted men arriving in Manila are required to report to the Dental Surgeon for examination before returning to station.

ENLISTED MEN OF THE MEDICAL DIVISION

740. No enlistment will be made in the Medical Division except on authority of the Chief Surgeon. Applicants for enlistment must possess educational attainment equal to

that of intermediate school graduate. Certificates of graduation or an identification card should be presented to the enlisting officer at the time of enlistment. (For general qualifications, see par. 137.)

741. Enlistment papers, death reports, and copies of final statements of enlisted men of the Medical Division will be sent to the Adjutant through the Chief Surgeon.

742. Enlisted men of the Medical Division assigned for duty with a company will be carried on the company records as **attached,** and will be paid, subsisted, and clothed with the company. They will be furnished with the usual equipment prescribed for enlisted men, rifle and belt excepted, in addition to the prescribed medical pouch. (See pars. 817–e and 846.)

743. Transfers of enlisted men of the Medical Division will be made upon the recommendation of the Chief Surgeon.

744. The course of instruction for enlisted men of the Medical Division will be as follows: (*a*) **Discipline and duties of the soldier,** (*b*) **Medical Field Work,** (*c*) **Anatomy and Physiology,** (*d*) **Nursing, bandaging, and use of appliances,** (*e*) **First Aid,** (*f*) **Hygiene,** (*g*) **Practical Therapeutics, and** (*h*) **Clerical Work.**

745. Enlisted men of the Medical Division may qualify for promotion to the next higher grade, subject to recommendation by the District Surgeon and to proficiency in the prescribed course of instruction as evidence by written examination. Such examinations will be given from time to time under the supervision of a Medical Officer or a Company Commander. A general average of 70 per cent, with a minimum of 60 per cent in each subject will be required for qualification.

746 (*a*) Enlisted men of the Medical Division detailed for duty with hospitals will be paid on pay rolls prepared and certified to by the Medical Officer in charge.

(*b*) Enlisted men of the Medical Division detailed for duty in the office of a Dental Surgeon will be paid by the Disbursing Officer at the station.

MEDICAL SUPPLIES AND EQUIPMENT

747. Except in emergencies, medical supplies and equipment will be obtained on requisition from the Bureau of Supply and will be stored under charge of the Chief Surgeon, for issue. (See par. 446.)

748 (*a*) Requisitions will be made by Medical Officers and Dental Surgeons quarterly on *Requisitions for Medical Supplies* (P. C. Form No. 103), direct to the Chief Surgeon.

(*b*) Unit Commanders will forward their requisitions (P. C. Form No. 103–a) for medical supplies direct to the Chief Surgeon also, but they will be confined to articles for the medicine chest and such other supplies as Medical Inspectors may recommend. Requisitions will be sent in ample time before medical supplies on hand are exhausted.

749. Medical Officers and Dental Surgeons will account monthly to the Quartermaster, through the Chief Surgeon, for medical supplies expended by them. (See par. 602.)

750 (*a*) In an immediate emergency medical supplies may be purchased in the local market, but only in such quantity as is required to meet the emergency.

(*b*) Vouchers for supplies purchased in the local market require the approval of the Chief Surgeon prior to payment. (See par. 446.)

(*c*) Special medical supplies may be obtained from regular sources by requisitions which should contain an explanation of their necessity and a statement for whom required. If urgent they should be marked "RUSH."

751. Damaged or unserviceable medicines, medical books, instruments, or appliances will not be presented to an Inspector for condemnation except by authority of the Chief Surgeon.

752. Purchases of medical supplies, repairs to hospital buildings, and other expenditures not specifically mentioned in these regulations will be made or contracted for on the authority of the Chief Surgeon, with the approval of the Chief. (See pars. 446 and 535.)

HOSPITALS, SICK WARDS, AND DISPENSARIES

753 (*a*) The location of hospital is determined by the Chief upon the recommendation of the Chief Surgeon.

(*b*) When circumstances permit, a sick ward will be established at every station where there is no Constabulary hospital. The capacity, location, and equipment of wards will ordinarily be governed by the recommendation of the District Surgeon.

754 (*a*) Articles used in the treatment of contagious diseases will be disinfected, burned, or destroyed upon the recommendation, and under the supervision, of the local Medical Officer.

(*b*) Medical Officers in charge of hospital property will not permit it to be used for other than hospital purposes.

(*c*) No portion of any hospital building will be used or occupied as quarters, nor will any mess be maintained therein, except such as may be necessary for patients and enlisted men on duty therein.

755. Vouchers for hospital laundry service and for the transportation of hospital supplies will be certified to by the local Medical Officer before payment. (Sec. 867, Adm. Code.)

756 (*a*) The officer in charge of a Constabulary hospital is authorized to draw not exceeding one peso a day, in lieu of the regular allowance of 40 centavos for the subsistence of each enlisted patient for whom a special diet is prescribed.

(*b*) When enlisted men are treated in quarters or sick wards (where there is no hospital fund) and special diet be required, it shall be furnished from the Company Mess Fund. The Company Commander, on certificate of the doctor, may draw not to exceed one peso a day for each patient on special diet.

757. Patients at hospitals will be subsisted as provided in these regulations for company organizations. Medical Inspectors will render subsistence reports and returns in the same way as prescribed for Company Commanders.

758 (*a*) If subsistence be furnished in a Constabulary hospital to an officer or employee of the Insular Government or of the United States Army a charge will be made as follows:

(1) ₱3 a day if the patient's salary exceed ₱120 a month;
(2) ₱1.50 a day if the patient's salary be ₱120 a month or less;
(3) The charge for members of the family of an officer or employee will be the same as that for the officer or employee;
(4) No charge will be made to Constabulary enlisted men.

(*b*) Subsistence charges will not be collected by the officer in charge of the hospital; but he will prepare bills in duplicate, certify to their correctness, and transmit them to the Quartermaster for collection from Constabulary officers, the military authorities, or the head of an Insular Government Bureau, as the case may be. Collections so made will be refunded by the Quartermaster to the Insular Treasury as a credit to *Receipt from Operation, Philippine Constabulary.*

(*c*) The names of Government employees other than members of the Constabulary who are patients in a Constabulary hospital or sick ward will be telegraphed to the head of the Bureau in which employed, giving the date of admission and cause thereof.

759. Where Constabulary hospital facilities are not adequate or available, officers and enlisted men of the Corps shall receive free medical treatment and medicines at any Government hospital. When a Constabulary surgeon is not available they will be given treatment by any physician or surgeon in the employ of the Government. (Sec. 869, Adm. Code.)

760. Medical Officers and Dental Surgeons of the Constabulary are required to provide free service and medicine to officers and enlisted men and their immediate families. They are also required to render professional services free of charge to other Insular Government officials and employees in cases of injury or illness contracted in line of duty, in accordance with the provision of section 699 of the Administrative Code and section 17 of Act 2935. In

cases of emergency, they are also enjoined to render similar services to officers and enlisted men of the United States Army, Navy, or Marines.

761. Persons not employed in the public service will be admitted to Constabulary hospitals or sick wards only in case of extraordinary emergency.

762 (*a*) In the absence of a Constabulary surgeon, a Philippine Health Service physician will be called upon to render medical assistance to officers and enlisted men of the Constabulary. When no Constabulary or Health Service physicians are available a local physician may be employed at the following rates:

For day visits	**₱2.00**
For night visits	**4.00**
For dressing ordinary wounds	**3.00**
For extracting teeth of enlisted men	**2.00**
For minor operations, not to exceed	**10.00**
For major operations, ordinary, not to exceed	**25.00**

(*b*) No claim for services of private physicians will be allowed unless it be shown that Government physicians were not available at the time the services were needed.

(*c*) When in the absence of a Constabulary Medical Officer, a Philippine Health Service doctor or other local physician is called upon to furnish medical service to officers or enlisted men of the Constabulary, the contents of the company medicine chest, and other medicines on hand will be placed at his disposal.

763 (*a*) Vouchers for major operations will be submitted to the Chief Surgeon for approval as to amount.

(*b*) Payment for medical services to enlisted men, except in Army hospitals, will be made by the nearest Disbursing Officer.

764 (*a*) When an officer or enlisted man of the Constabulary entitled to medical treatment is admitted at a United States military hospital, the regular schedule of fees for subsistence and attendance at such hospitals shall be paid and no more. The hospital charges of officers shall only

be allowed when incurred by reason of injury or disability received in line of duty. (Sec. 868, Adm. Code.)

(*b*) Officers will pay for their own subsistence.

(*c*) Claims submitted by officers for reimbursement of amounts paid by them for medicines or medical treatment, or bills forwarded for direct payment must be supported by a doctor's certificate to the effect that the disease or disability was contracted or incurred in line of duty and was not due to vicious or immoral habits. Claims for the other benefits, conferred by section 699 of the Administrative Code in case of injury, sickness or disability, and claims for expenses incurred for treatment in private hospitals or for the service of specialists, require the approval of the Secretary of the Interior.

SICK RECORDS AND REPORTS

765. Complete record of sickness of individual officers and enlisted men will be prepared by the local Medical Officer, or under his direction. Copies of such records will be kept in the office of the Chief Surgeon in the hospital where treated, and in the offices of their respective units.

766 (*a*) The sick record book issued to each company consists of sick record cards and stubs. When an officer or enlisted man is taken up on sick report, entry will be made on the stub and when the case is completed the card will be prepared as follows:

(1) Consecutive number for the company or hospital.

(2) Full name must be given, surname first, set off by a comma.

(3) The length of service may be stated in years and months, or shown by date of original enlistment, if service be continuous as "*Since January 1, 1903.*"

(4) Line of duty (*ordinarily "Yes"*), if sickness be not due to man's own fault. If there be a doubt (as in accidental infections due to disobedience of order), statement of facts should be made under remarks.

(5) Date of admission is the date of admission to sick report. If men fall sick while absent, as on furlough or patrol, the date of the actual beginning of illness will be stated under remarks, and date taken up on sick report shown as date of admission.

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(6) **"Quarters or hospital"** is a question and should be answered by **"Yes"** or **"No."** If treated in both hospital and quarters, state actual dates under remarks.

(7) In computing days lost, the day of admission will be counted; the day of disposition will not be counted in cases returned to duty, but will be counted in case of transfer, discharge or death.

(8) **"Disposition"** means the completion of the case. A case is completed in four ways: **"Duty," "Transferred," "Discharged," "Died."**

(9) The word **"duty"** will be taken to mean complete recovery unless a qualifying statement be made under remarks, as **"Much improved," "Returning for treatment,"** etc.

(10) A case is completed by **"Transfer"** when it passes out of the jurisdiction of the officer responsible, as sent to hospital or transferred to another organization.

(11) **"Discharge"** is either for disability, expiration of term of service, or by order for other cause. In case of **"Discharge,"** cause thereof must be stated, if for disability or reason other than expiration of service, paragraph, number and source of order must be stated.

(12) If a patient die, the hour of death will be stated in **"disposition"** line as, **"Died at 6.25 p. m."** It is not necessary to give date as that information is given under "Date of disposition."

(13) **"Date of disposition"** is the date of completion (i. e., date of duty, transfer, discharge or death). It should be stated by giving month, day and year, as **"December 19, 1928."**

(14) Cause of admission is the diagnosis. This should be stated with such qualifying remarks as may be appropriate, such, as, **"Bronchitis, acute," "Bubo, inguinal, venereal" "Orchitis, venereal," "Rheumatism, articular,"** etc. In case of wounds, abscesses, furuncles, etc., exact location will be given as **"Anterior surface middle third of left leg."** Wounds will be described as incised, contused, lacerated, etc. Notes as to operation and special treatment will be made under remarks.

(15) If a wound be of such nature as to be followed by much loss of service, or as may ultimately cause permanent defect, the word **"Severe"** will follow the description and data as to date, place, and how caused, given under remarks with such other data as will leave no doubt as to the responsibility for the accident.

(16) In case of simple wounds, the word **"Slight"** will follow the description, and a minute account is unnecessary.

(17) Sick cards will be prepared by the medical division man under the supervision of the Company Commander who will sign the cards. At the end of each month all completed sick cards will be forwarded to the Medical Officer charged with the inspection of the organization. The completed cards will be accompanied by a memorandum giving name, rank, date taken sick, and diagnosis, of all officers and enlisted men of the organization who remain sick. This

memorandum will state whether the patients are in quarters, absent in hospitals, or on furlough.

(18) Names of patients entered on cards will be verified as to correctness by Company Commanders.

(19) Sick cards will be initialed by Medical Officers forwarding the summary.

(*b*) *"Summary of sick records"* is a statistical report and becomes a permanent record for the period and the organization for which it is rendered.

(1) The summary, (P. C. Form No. 102–a), is rendered monthly by Medical Officers responsible for rendering and forwarding sick record cards.

(2) A summary will be made for each company, whether there be any illness or not, and it should be forwarded to the Chief Surgeon not later than the 15th day of the following month.

(3) A consolidated summary will be made for all sick men in hospital, and a separate summary for each company, represented therein.

(4) Immediately beneath the title on the face of the blank form, will be written the name of the organization to which the report pertains, and the month and year for which rendered; on the brief, will be written the name of organization, station, month and year for which summary is rendered, date mailed, record cards inclosed, and record cards remaining.

(5) Under "New cases" will be entered all cases arising during the month covered by the report. These cases will be entered by name of disease or infirmity, or by disease or infirmity suspected or complained of. Such statements as **"Operated," "Opened and drained,"** should not appear on the summary as they are a part of the treatment and will be entered under remarks on the card which is the record or voucher of the case.

(6) Under **"Remaining from last report"** will be carried cases not completed at time of rendering the last summary and is simply a carrying forward of these cases from last report.

(7) The total number of cases entered under "New cases" and **"Remaining from last report"** must balance with the total number of cases **"Returned to duty," "Died," "Discharged," "Transferred,"** and **"Remaining."**

(8) The total number of cases treated in hospital and treated in quarters must agree with the above totals.

(9) In computing **"Days lost"** for the summary, the days lost of all the cases treated during the month only for which the summary is prepared should be counted. For example, a case is returned to duty on July 10, 1928, having been treated since May 25, 1928.

Nine days only will be counted for July; the others having been included in previous summaries.

(10) Medical Officers will, before forwarding sick record cards to the Chief Surgeon, enter thereon any pertinent data of which they have knowledge and that which have been omitted by Company Commanders. They will immediately advise Company Commanders to record the information on the stubs in the company book and they will verify such entries at the next subsequent inspection of the company.

767. When a Medical Inspector is relieved from the charge of any station the sick records pertaining to that station will be turned over by him to his successor.

768. Upon the death of any patient in barracks or hospital, the Medical Officer in charge will report to the Adjutant, through the Chief Surgeon, all details in connection with the sickness and death. (For officers, see pars. 119 and 120; for enlisted men, par. 187; for others, see pars. 1002, 1003, 1004.)

769. Medical Officers will prepare a separate monthly summary of sick, in duplicate, for each hospital, and for each company or other organization under their care, whether there be any sick or not. The original, with the individual sick record cards of completed cases (if any) inclosed, will be forwarded to the Chief Surgeon; the duplicate will be retained by the Medical Officer, who will thus be prepared to give the Chief or other officials a report of the state of health of the men at various stations.

770. All Medical Officers will, in addition to their sick reports, render direct to the Chief Surgeon:

(*a*) Monthly summary of indigent patients treated. Only diagnosis for each case and the total number of days in hospital or under observation will be given.

(*b*) Monthly report of members of other bureaus treated free of charge. Data required: Name of patient, Bureau, diagnosis, wounds or injury, and inclusive dates of treatment.

(*c*) Quarterly return of detachment of enlisted men, Medical Division, serving under their supervision (P. C. Form No. 101). Each man's efficiency should be stated, as, knowledge of languages, attention to duty, whether or not studious, etc.

(*d*) The original of the report of inspection of stations.

771. Provincial Commanders will, at the end of each month, send direct to the Medical Officer charged with the inspection of the stations of their provinces a report of officers and enlisted men who may have been treated by other than Constabulary Medical Officers. This report shall contain the following data: (*a*) **Name of patient; (*b*) company or organization; (*c*) name of disease, or nature of wound or injury; (*d*) inclusive dates; (*e*) name of attending Physician; (*f*) whether treated in quarters, or military or civil hospital.** (See par. 1009.)

HYGIENE AND SANITATION

772. To safeguard the health of the enlisted men and to prevent the spread of venereal disease, the following measures will be strictly enforced:

(*a*) Men who expose themselves to the danger of contracting venereal disease will immediately upon return to barracks, and in no case later than one-half hour after reveille the following morning, report to the Medical Division man or other person designated for that purpose for the prophylactic treatment prescribed by the Chief Surgeon.

(*b*) If there be no member of the Medical Division on duty at the station, the Station Commander will detail an intelligent enlisted man, one who has some experience in hospital work, for this duty and will instruct him in the method of treatment.

(*c*) A record of all prophylactic treatment administered will be kept at each station; this record will show the name, rank, and organization of the soldier receiving treatment, day and hour treatment was administered, and by whom given.

(*d*) If an enlisted man contracts venereal disease and the record show he did not report for prophylactic treatment, the Company Commander will immediately prefer charges against him for '*disobedience of orders.*'

(*e*) Medical Officers on visits of inspection will lecture the men on the dangers of venereal diseases, instruct officers, noncommissioned officers and medical division men in the use of the prophylactic, and will see that they thoroughly understand its application.

773. The grounds, stables, outhouses, and buildings occupied by detachments of the Constabulary and those occupied by their families, will at all times be kept clean and sanitary. The grounds, buildings, stables, etc., occupied by Constabulary garrisons or detachments will at all times

be kept in a clean, orderly, and sanitary condition. This applies to officers' quarters, and to quarters occupied by the families of enlisted men especially when the latter are within or adjacent to the limits of the station.

774. In selecting sites for permanent buildings and in renting buildings for the Constabulary, locations near marshes or stagnant water should be avoided. Locations near large clusters of banana, palm, or coconut trees may be objectionable, as the leaves and branches of these trees are capable of holding water indefinitely in which disease-bearing mosquitoes may breed. Well-drained sites are preferable. The surroundings of all Constabulary buildings should be well drained, by filling in small pools and digging ditches. The ground underneath houses should be paved with stone and kept clean and dry.

SANITARY MEASURES TO BE OBSERVED

775. The following sanitary measures will be observed and carried out in details:

(*a*) When cholera appears at a station the men will be confined to the vicinity of the quarters and, for the time being, promiscuous visiting prohibited. The following instructions should be strictly adhered to:

(1) Do not touch drinking water or food with the hands.

(2) Eat only cooked food. Avoid all fruits, raw vegetables, and raw fish. Dried fish may be made safe by thorough heating. Fruits may be made comparatively safe by dipping them a few seconds in boiling water. Fruits bought in market should not, upon being brought into the kitchen, be placed on tables or in contact with other articles before being put into boiling water.

(3) Boil all water used for diluting milk.

(4) Cook all food thoroughly.

(5) Keep kitchens, table dishes, and mess kits thoroughly clean.

(6) Keep the buildings, grounds, and everything in barracks clean.

(7) Outhouses, closets, and vaults can be made safe by using lime or creso. When disinfectant is not obtainable the dejecta must be buried or thoroughly covered with earth.

(8) Isolate all the sick. It is desirable that, a building be set aside for this purpose.

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(9) All the dead should be embedded in lime and buried at least 3 feet below the surface.

(10) Filth or vomit and the dejecta of the sick should be promptly cleaned up with boiling water and be burned.

(11) Clothes and bedding used by cholera patients must be burned or boiled. Do not permit clothes to be washed near wells or springs or permit surface water to run into any well or spring.

(*b*) Dysentery and cholera are taken into the system through the mouth, probably most frequently in water. All drinking water should therefore be boiled for at least twenty minutes. Vessels containing water that has been boiled for drinking purposes should be kept well covered. Such vessels should be thoroughly cleaned and sunned once a week. Dippers for drinking water should always be hung on a nail, or in some other suitable way and not placed upon tables or window sills. Rain water is pure if not infected from dusty roofs or dirty cisterns, and need not be boiled.

(*c*) Malaria is transmitted only by a certain species of mosquito. Mosquitoes can be greatly reduced by doing away with stagnant water standing in vessels, barrels, or pools in the immediate vicinity. Where this remedy cannot be applied (as in the case of old unused wells) a little kerosene oil sprayed on the surface once a week will keep down the mosquitoes. Mosquito bars are a protection against malaria, and their use by malaria patients will be rigidly enforced.

(*d*) Smallpox, a constant menace in many Filipino villages, is combated by vaccination. Each Constabulary officer and man will be vaccinated. Record of this vaccination will be kept in the vaccination register, showing date of vaccination. If no Constabulary Medical Officer be available, the Provincial or Municipal Physician may be called upon for this purpose without extra expense. Should a case of smallpox appear among the men, the patient should be isolated at once, his clothing and bedding placed in a large caldron and thoroughly boiled or, if impossible to do this, they should be burned. The quarter should be immediately disinfected by scrubbing the floor with a boiling-hot bi-chloride solution or other strong disinfectant.

(*e*) Beriberi is a common sickness among Filipinos. A variety of good food, good water, and well-ventilated dry quarters with proper exercise will contribute to its prevention. Beriberi is usually caused by the continuous consumption of white polished rice as a staple article of diet. Unpolished rice should be used by all companies and other units. Mongo is an excellent article of diet for the prevention of beriberi.

(*f*) The dormitories in barracks should be well elevated above the ground level. Except in emergency rooms on or near the ground level should not be used as sleeping quarters.

(*g*) The interior walls of old buildings should be whitewashed or painted at least once a year. Floors should be sprinkled with water or disinfectant, or with wet tea leaves when available, before being swept, to prevent dust from flying in the air.

(*h*) To prevent flies from carrying cholera, dysentery, and typhoid germs on their feet from human excreta to food; cooked food will be covered, and closets will be placed as far as convenient from kitchens. Sand or earth mixed with lime when obtainable at a reasonable price will be used in dry earth closets. Closet pans will be emptied and cleaned daily.

(*i*) Flies breed in stable manure and in decayed animal and vegetable matter. Stables and outhouses will be kept constantly clean. Refuse of all kinds will be removed daily from the vicinity of habitations. Garbage cans will be emptied daily, and the cans should be cleaned with boiling water once a week.

(*j*) All enlisted men will be required to bathe at least three times a week.

(*k*) Officers will train their men in sanitary matters by insisting on a high standard for themselves and by vigilant supervision and frequent inspections.

METHOD OF EXAMINING RECRUITS

776. The following method and routine will be observed in the physical examinations of recruits:

(*a*) It is essential that the accepted recruit be sufficiently intelligent to perform the duties of a Constabulary soldier. (See pars. 142 and 143.)

(*b*) The applicant's answers to questions, his facial expression and general alertness, and the readiness with which he comprehends the directions given him for performing the following exercises will assist the examiner in arriving at a correct estimate of his probable ability.

(*c*) Test the vision of each eye separately. Place the test card in a good light 6 meters (20 feet) from the applicant. Inability to read the letters on the last line is indicative of defective vision.

(*d*) Hearing will be tested by the ordinary conversational voice at 6 meters (20 feet). The applicant should stand with his back to the examiner while an assistant closes each of the applicant's ears, in succession, by pressing firmly backward the small lobe in front of the opening.

(*e*) Strip the applicant of all clothing. Examine the proportions of the body, if in accordance with prescribed table on height and weight, the symmetry of the head, the form and expansion of the chest and abdomen, the shape of the limbs, and the development of the muscles.

(*f*) Chest measurement: The applicant will be required to stand erect with his heels together and to raise his arms over his head. The measuring tape will be carefully adjusted around the chest with the upper edge of the tape just below the lower angles of the shoulder blades behind and below the nipples in front. The arms of the applicant will then be dropped to the sides and he will be directed to take several deep breaths to verify the maximum and minimum measurements.

(*g*) Examine the skin for evidence of disease, ulcers and eruption, deep and adherent scars.

(*h*) Examine the bones of the head for abnormalities or evidence of depressed fracture.

(*i*) Examine the eyelids for trachoma (granulated lids) and pterygium, a fanshaped growth on the eyeball with the apex encroaching upon the cornea.

(*j*) Examine the ears for malformations and discharges from canals.

(*k*) Examine the nose for deformations and inability to breathe freely through the nose and with the mouth closed.

(*l*) Examine the mouth for dental defect and for ulcers of palate and tongue (syphilis).

(*m*) Examine the neck for enlarged glands, goitre or stiffness.

(*n*) Examine the chest for malformations. Applicants with flat, shrunken, or "chicken-breasted" chests should not be accepted.

(*o*) Examine the abdomen for dropsy, undescended testicle and ruptures.

(*p*) To detect a rupture, direct the applicant to stand with his feet apart and his arms raised above his head, and instruct him to cough. The examiner should then place the tip of his forefinger at the point of the suspected rupture. The existence of a rupture (hernia) is manifested by a protruding bunch at the point of rupture and by a distinct shock or impulse imparted to the finger of the examiner. The most common locations for hernia are the groins, the navel, and old scars from abdominal operations.

(*q*) Examine the back for spinal curvature.

(*r*) Direct the the applicant to bend forward from the hips and to draw apart the buttocks with both hands; inspect the anal region for hemorrhoids (piles), prolapse of the rectum and fistula.

(*s*) Examine the groin for enlarged glands or buboes; examine the penis for malformations; require the applicant to pull back the foreskin and strip the penis forward, examine for ulcerations and gonorrhoea; examine the scrotum for absence of the testicle, accumulations of fluid, and for excessive varicocele.

(*t*) Examine the hands and arms for deformities, old fractures, amputated fingers and stiff joints.

(*u*) Examine the legs anteriorly and posteriorly for varicose veins and for knock-knees and bowlegs.

(*v*) Examine the feet for flatfoot, corns, deformed toes, bunions, and ingrowing toe nails; examine the soles of the feet for corns.

(*w*) Direct the applicant to stand with the inner sides of his feet together, arms horizontal, fingers apart, eyes shut; inspect for tremors and instability indicating alcoholism or nervous disorders.

(*x*) The applicant will be put through the movements described below. This can be most effectively done by requiring him to imitate the prescribed movements performed by a trained soldier in his presence:

(1) The elbows should be brought firmly to the sides of the body and the forearms extended to the front, palms of the hands upward; extend and flex each finger separately; bring the points of the thumbs to the base of the little fingers, close the hands, with the thumbs covering the fingers; extend and flex the hands on the wrists; rotate the hands so that the finger nails will first be up and then down; move the hands from side to side. Extend the arms and forearms fully to the front and rotate them at the shoulders; flex the forearms on the arms sharply, striking the shoulder with the fists. Extend the arms at right angles with the body; place the thumbs on the points of the shoulders; raise and lower the arms, bringing them sharply to the sides at each motion. Let the arms hang loosely by the sides; swing the right arm in a circle rapidly from the shoulder, first to the front and then to the rear; swing the left arm in the same manner. Extend the arms fully to the front, keeping the palms of the hands together and the thumbs up; carry the arms quickly back as far as possible, keeping the thumbs up, and at the same time raise the body on the toes. Extend the arms above the head, locking the thumbs; bend over and touch the ground with the hands keeping the knees straight.

(2) Extend one leg, lifting the heel from the floor, and move all the toes freely; move the foot up and down and from side to side, bending the ankle joint, the knee being kept rigid; bend the knee freely; kick forcibly backward and forward; throw the leg out to the side as far as possible, keeping the body squarely to the front. Repeat all these movements with the other foot and leg. Strike the breast first with one knee and then with the other. Stand upon the toes of both feet; squat sharp several times. Kneel upon both knees at the same time. (If the man come down on one knee after the other, there is reason to suspect infirmity.)

(3) Take the position of "fire, kneeling;" stand erect; present the back to the examiner, and then hold up to view the sole of each foot; leap directly up, striking the buttocks with both heels at the same time; hop the length of the room

on the ball of first one foot and then the other; make a standing jump as far as possible and repeat it several times; run the length of the room in double time several times.

(4) While the above described exercises may cause some breathlessness and accelerated throbbing of the blood vessels, they should not cause manifest exhaustion or great distress in a healthy man. Lack of ability to perform any of these exercises indicate some defect or deformity that should be investigated further.

(*y*) Physical defects that should be detected by a line officer are as follows:

Lack of free use of the limbs and joints.

Inability to pass the vision test, defective hearing in either ear, defective teeth, deformities, depression of the skull from injury, obvious venereal disease, pronounced hernia, shortness of breath, marked palpitation of the heart, external piles, severe varicose veins and hammer-toe.

Article XX.—THE PHILIPPINE CONSTABULARY ACADEMY

ADMINISTRATION

777 (*a*) A Cadet Academy is hereby created in the Philippine Islands for the purpose of training and instructing cadets and preparing them for service as commissioned officers of the Philippine Constabulary or of any other armed force of the Philippine Government which may hereafter be created. This Academy shall be a collegiate institution under the control of the Chief of the Philippine Constabulary, subject to the general supervision of the Secretary of the Interior. (Sec. 1, Act 3496.)

(*b*) The Superintendent and the heads of the several departments of instruction shall constitute the Faculty. (Sec. 9, Act 3496.)

778 (*a*) This institution shall be denominated **'The Philippine Constabulary Academy.'** (Sec. 2, Act 3496.)

(*b*) The seat of the Philippine Constabulary Academy shall be at Camp Henry T. Allen, in the City of Baguio, Mountain Province. (Sec. 3, Act 3496.)

(*c*) The Government and administration of the Academy shall be vested in a Superintendent, subject to the supervision of the Chief of Constabulary. (Sec. 4, Act 3496.)

779. Wherever applicable the Philippine Constabulary Regulations will govern the conduct and administration of the Academy. Special regulations for the interior police, government, and discipline not inconsistent with Constabulary Regulations, are prescribed and published by the Superintendent.

780. The reservation, including the Academy building, officers' quarters, enlisted men's barracks and quarters, stables, and grounds pertaining thereto, is designated a Constabulary Post, and is named **Camp Henry T. Allen.**

781. The Superintendent in addition to his other functions, is the Commanding Officer of the Post. As such he is charged with the general supervision and control of all Constabulary activities within the City of Baguio, subject to the concurrent jurisdiction of the District Commander, Northern Luzon, with respect to the discipline and employment of Constabulary troops.

THE FACULTY

782. The administrative, executive, and instructional staff of the Academy, and the enlisted personnel, shall be (Sec. 5, Act 3496):

(*a*) One **Superintendent,** who shall be an Assistant Chief of Constabulary, or another officer of Constabulary of not lower than field rank;

(*b*) One **Commandant of Cadets,** instructor, with rank not lower than that of Captain of Constabulary;

(*c*) One **Adjutant** with rank not lower than First Lieutenant of Constabulary;

(*d*) One **Supply and Finance Officer,** instructor, with rank not lower than First Lieutenant of Constabulary;

(*e*) One **Assistant to the Commandant,** instructor, with rank not lower than that of First Lieutenant of Constabulary;

(*f*) One **Medical Officer,** instructor, with rank not lower than that of First Lieutenant of Constabulary;

(*g*) One **Engineer Officer,** instructor, with rank not lower than that of Second Lieutenant of Constabulary;

(*h*) Such additional instructors or assistant instructors as may from time to time become necessary or expedient in the interests of the service, and such enlisted men of the Constabulary or such civil employees as may, in the discretion of the Superintendent, with the approval of the Chief of Constabulary, be necessary for service at the Academy: *Provided,* That officers on duty at the Academy shall receive additional compensation for their services at the rate of three hundred pesos per annum.

783. The Superintendent, the Academic Staff and all personnel will be assigned by the Chief.

NOMINATION, EXAMINATION AND APPOINTMENT OF CADETS

784 (*a*) There shall be appointed annually, by competitive examination, not exceeding twenty-five cadets from among qualified candidates as hereinafter provided. Such candidates shall be graduates of an accredited university or college or other institutions of learning equivalent in its academic requirements to that of a high school approved by

the Government: *Provided,* That authority to nominate such candidates shall be apportioned as follows: Five by the Governor-General; three by the President of the Senate; three by the Speaker of the House of Representatives; two by each member of the Senate; one by each member of the House of Representatives: *Provided, further,* That if the full quota of candidates shall not have been nominated thirty days prior to the preliminary examination, the Chief of Constabulary may designate such number of candidates at large as will complete the quota necessary to qualify not exceeding fifty new cadets: *And provided, finally,* That enlisted men of the Constabulary who may qualify for admission to the Academy as cadets shall, while undergraduates of the Academy, receive the pension and allowances of a cadet but shall not receive the pay or allowances of an enlisted man. (Sec. 7, Act 3496.)

(*b*) Candidates are appointed in accordance with ratings obtained in competitive examination, subject to the following qualifications:

(1) They must be unmarried and without dependents;
(2) Not less than **19 nor more than 24 years of age;**
(3) Physically fit for Constabulary service;
(4) Graduates of a high school, college, or other institution of equivalent rank;
(5) Of excellent reputation. (See 842, Adm. Code.)

(*c*) As to enlisted men, see paragraphs 124 and 125.

785. Nominated candidates for the entrance examination will be required to submit to the Board of Examiners a **Certificate of birth** and a **Certificate of graduation.**

786. Candidates will be required to exhibit to the Board of Examiners a **Certificate of physical fitness** for Constabulary service, and a letter from the Adjutant authorizing them to present themselves for examination. Successful candidates will be furnished transportation from Manila to the Academy at Baguio. (Sec. 842, Adm. Code.)

787 (*a*) Competitive entrance examinations will be held in Manila and other places designated by the Chief. If held at the Academy the **Board of Examiners** will consist of not less than three members of the faculty, in addition to the surgeon. If held in the provinces, the Board will be

composed of the **Provincial Commander**, the **Division Superintendent of Schools**, and a **Medical Officer.**

(*b*) The questions will be prepared by the Superintendent of the Constabulary Academy under the supervision of the Chief, who will assign officers to conduct the examination, to correct and grade the papers. (See par. 70–d.)

788 (*a*) The subjects required in the mental examinations for appointment as cadets and the relative weights and method of rating are as follows:

No.	Subject	Rating	Relative weight	Product
1	Writing, spelling, and punctuation, from dictation	80	3	240
2	English grammar	75	3	225
3	Mathematics	70	5	350
4	Geography	90	4	360
5	History	75	5	375
	Total		20	1,550
	General average			77.5

(*b*) Each subject is graded on the basis of 100. The rating thus obtained is multiplied by the relative weight given to the subject. The sum of the products is then divided by the sum of relative weights, and the quotient shows the general average.

(*c*) A general average of **70 per cent** will be required but no candidate will be passed who obtains less than 65 per cent in any subject.

789. The physical requirements will be as follow:

(*a*) Minimum weight and chest measurements in relation to height:

Height	Weight	Normal chest measurement
Centimeters	*Kilos*	*Centimeters*
162½	52¼	79
165	54	81
168	54	83
170	59	84
173	59	84

(*b*) Visual requirements: A minimum of 20/30 in one eye and 20/40 in the other, capable of correction to 20/20 in each; and a normal color sense.

790. Cadets' allowances are fixed by the annual Appropriation Acts. The said funds are administered by the Academy Disbursing Officer under the supervision of the Superintendent. Pay and allowance not actually expended shall accrue to the credit of the cadet concerned, payable to him in cash upon graduation.

G.O. 35, 1930

COURSES OF INSTRUCTION AND DISCIPLINE OF CADETS

791 (*a*) The academic instruction and military training of cadets shall extend over a period of three years, the curriculum to be determined and systemized by the Superintendent and academic staff, under the supervision of the Chief of Constabulary, subject to the approval of the Department Head: *Provided,* That the period of instruction and training may be curtailed whenever in the judgment of the Chief of Constabulary, with the prior approval of the Department Head, the public interest so requires: *Provided, further,* That cadets who fail to qualify in class or in examinations may be required by the Superintendent, with the approval of the Chief of Constabulary, to revert to the next succeeding class: *And provided, further,* That the Chief of Constabulary may, upon recommendation of a majority of the faculty and the approval of the Superintendent, discharge any cadet for misconduct or deficiency in his studies: *And provided, finally,* That cadets in good standing at the Academy at the time of the passage of this Act may be graduated at the termination of a two-year course if in the opinion of the Superintendent and Faculty they have shown themselves proficient, and if appropriate vacancies exist in the commissioned service of the Constabulary. (Sec. 8, Act 3496.)

(*b*) The curriculum for cadets at the Academy shall be as follows (Sec. 8, Act 3496):

I. Military Science:
Infantry Drill and Field Service Regulations;
Military map reading and sketching;
Interior guard duties;
Military documents and reports;
Musketry, including the use of the pistol;
Elementary field engineering.
II. Administrative and Staff Duties:
Constabulary Regulations;
Finance, bookkeeping, accounting, etc.;
Official correspondence;
Special services for other Departments or Bureaus.
III. Law:
Elements of International Law;
Elements of Constitutional Law (the Administrative Code);
Elements of Military Laws;
Criminal Procedure;
Penal Code (as amended; and special law);
Medical Jurisprudence.
IV. Medical Science:
Hygiene and Sanitation;
First Aid to the Wounded.
V. History and English:
General, United States, and Philippine History;
English Language and Composition.
VI. Languages:
The Spanish Language (compulsory);
Other foreign languages (optional).
VII. Mathematics:
Algebra, Geometry and Trigonometry.
VIII. Swordsmanship and Athletics:

(*c*) Cadets will also be given ratings for (1) Industry, conduct, and deportment (2) General aptitude.

792. Upon the satisfactory completion of the three year's course cadets of the Academy shall be graduated and appointed officers of the Philippine Constabulary in the lowest commissioned grade, or in any other armed force of the Government which may hereafter be created, in the order of their final class standing. (Sec. 10, Act 3496.)

793 (*a*) Except as hereinafter provided cadets shall reside in the Academy barracks during the three-year period of instruction, and shall receive such pension, transportation, clothing, and other allowances as may be provided by the Legislature, said pension to be disbursed by the Sup-

ply and Finance office under the supervision of the Superintendent: *Provided,* That the Chief of Constabulary may authorize vacations of not exceeding thirty days in each calendar year, with pay and allowances. (Sec. 11, Act 3496.)

(*b*) The arms, munitions, and military and other equipment necessary for the proper training and instruction of cadets shall be supplied by the Chief of Constabulary: *Provided,* That the equipment of the existing Constabulary Academy shall be assigned and delivered to the Academy created by this Act: *Provided, further,* That a Library shall be established at the Academy for the benefit of instructors and cadets, which shall be under the direction and control of the Superintendent, and which shall be granted by the Legislature a special appropriation, annually, of not to exceed four hundred pesos for the purchase of suitable books and periodicals. (Sec. 12, Act 3496.)

794. Cadets making 90 per cent or higher will be classified Honor Graduates, provided they obtain not less than 85 per cent in any subject.

795. No cadet will be advanced to a higher class, or graduated unless he obtains a minimum of 65 per cent in each subject, and a general average of not less than 70 per cent.

796. Every cadet of the **First Class** who qualifies in all the subjects of the prescribed curriculum, and whose conduct has been in all respects satisfactory shall become a graduate of the Academy, be awarded a Diploma, and be certified as eligible for appointment as a commissioned officer of the Constabulary.

797. At the end of each month the Superintendent will submit to the Chief a narrative report showing progress in military training and academic instruction during the month; inspections, whether formal or informal, made by visiting officials, army officers, or others; improvement of the Post; health conditions; and other matters of interest.

798. Efficiency reports (in duplicate) will be prepared by the Superintendent respecting each graduate cadet, and forwarded to the Adjutant. Subject to continued good behavior and to physical fitness graduates will be commis-

sioned in the order of their standing on the graduation merit roll, as vacancies in the Constabulary may occur.

799. Cadets may be awarded punishment for misconduct, breaches of regulations, or negligence as follows:

(*a*) **By the Chief of Constabulary:**
1. Dismissal or suspension.

(*b*) **By the Superintendent:**
1. Confinement to quarters or within limits;
2. Reduction of cadet officers and noncomissioned officers; penalty tours of duty including fatigues; demerit ratings; and reprimands.
3. Gross insubordination, dishonesty, drunkenness, gambling in quarters, or other conduct unbecoming a gentleman and a cadet are offenses cognizable by the Chief.

800. Graduate cadets who on account of sickness, or other reasons, are on the waiting list for appointment will submit a report in duplicate at the end of each month to the Provincial Commander concerned stating their occupation, address, and change of civil status if any. Provincial Commanders will transmit such reports to the Adjutant, with appropriate comment as to conduct, standard of living, and general reputation of the cadets.

SPECIAL AND REFRESHER COURSES FOR STUDENT OFFICERS

801. Officers assigned to the Academy for courses of special instructions are designated **Student Officers.** Courses of study and training for Student Officers' classes are, subject to confirmation by the Chief, prescribed by the Superintendent. (See par. 70.)

802. **Student Officers** may be detailed by the Superintendent as **Assistant Instructors** in particular subjects while at the Academy. Offenses committed by Student Officers will be dealt with as provided by Constabulary Regulations.

803. Officers taking **"Special"** or **"Refresher"** courses will be required to perform such routine duties in the general administration of **Camp Henry T. Allen,** and will assist in the training and instruction of cadets as, in the discretion of the Superintendent, may be necessary in the public interest. (See par. 70.)

Article XXI.—CONSTABULARY BAND

804. The Constabulary Band will consist of **1 Conductor,** with such military rank as the law may prescribe and the Governor-General may commission him in; **1 Assistant Conductor with the rank of Master Sergeant; 1 Drum Major,** and such number of musicians in the rank of **Sergeants, Corporals, Lance corporals** and first-class musicians and second-class musicians, as may be provided in the annual Appropriation Act.

805. The Band will be administered, governed, and disciplined in the same manner as a company of the line except that its members will not receive rations and will not be required to live in barracks. (For clothing allowance, see par. 551; and for uniform, pars. 361–362).

806. The Conductor of the Band is appointed by the Chief. The men are enlisted for a term of four years by the Conductor upon approval of the Chief.

807 (*a*) All money received or collected by the Conductor from private persons for services rendered by the Band, will be paid to the nearest Disbursing Officer who will issue and *Official Receipt* (General Form No. 13–A) to the person making the payment.

(*b*) No expenses for subsistence and transportation of the members of the Band will be made without first obtaining the authority of the Chief.

808. Minor expenditures for necessary repairs to Band instruments, or purchase of printed music, strings, or spare-parts, not exceeding *ten pesos* (₱10), may be made locally by the Conductor subject to the approval of the Quartermaster.

Article XXII.—COMPANY ADMINISTRATION

GENERAL PROVISIONS

809. Companies will be numbered consecutively and each will be designated by its own number except the companies of the **First and Second General Service Battalions** which shall be designated **Companies A, B, C, D, E, and F,** respectively. On all communications the full designation will be used, followed by the name of the station. For example:

THE GOVERNMENT OF THE PHILIPPINE ISLANDS
DEPARTMENT OF THE INTERIOR
PHILIPPINE CONSTABULARY

37th Company, Lubuagan, Kalinga

810. Company Commanders are charged with the administration of their respective companies. Each is responsible under the supervision of the Provincial Commander: **(a) For the proper equipment of his company and for any overdraft of clothing or loss of property by enlisted men; (b) for the correctness of the company records, and for any loss resulting from failure to keep such records properly; (c) for the instruction and discipline of their companies; (d) for the care and preservation of all public property intrusted to them; (e) for the proper performance of duties connected with the subsistence, pay, reports, and returns of their companies.**

811. Company Commanders will require their **Junior Officers** to assist them in the performance of all station and company duties, including the keeping of records and the preparation of necessary reports and returns.

812. When it becomes necessary for a Company or Detachment Commander to leave his command, and no other officer is available to take charge, he will, prior to his departure, give complete detailed instructions to the senior noncommissioned officer remaining (who will be an expe-

rienced and reliable soldier), and take such other precautions for the safeguarding of life, munitions, and other property as the situation may require. This rule applies to commands in the field as well as in garrison.

813 (*a*) Noncommissioned officers will not be detailed to, nor be permitted to engage in, any occupation inconsistent with their rank and responsibilities.

(*b*) Enlisted men will not be employed on tasks that interfere with their legitimate duties except in cases of justified necessity.

(*c*) General fatigue duties may be ordered at the discretion of the Company Commander, but except in cases of emergency fatigue duties will not be permitted to interfere with the regular requirements of the service including drills and parades.

814. The number of enlisted men to be employed on special duty at Constabulary Headquarters, with the Manila Garrison, and at the Constabulary Academy will be authorized by the Chief. Those to be so employed at provincial stations will be authorized by District Commanders. Provincial Commanders will require all men detailed on special duty within their command to attend not less than one regular drill period each week, and at least one inspection each month.

815 (*a*) Upon the arrival of the Chief or an Assistant Chief at a station, the Commander thereof will select a noncommissioned officer to serve as his orderly during the period of his visit. As a general rule the detail will be a sergeant for a Brigadier or Major General, a corporal for a Colonel, a private or corporal for a Lieutenant Colonel, and a private for an Inspecting Officer of field rank. (See par. 281.)

(*b*) An Inspecting Officer of field rank will be provided with an orderly only during the period of inspection of the station.

(*c*) Officers below field rank are not entitled to the services of an orderly except under exceptional circumstances, and then only by the written authority of the District Commander.

816. Visitors will be allowed to enter barracks only by authority of the Station Commander.

ENLISTED MEN'S FIELD EQUIPMENT

817. The field service equipment of enlisted men will be as follows:

(*a*) **For noncommissioned officers and men in ranks:**

1 rifle.
50 rounds ammunition.
1 belt, with bayonet and scabbard.
1 canteen, carried on the right hip supported as prescribed.
1 blanket, carried in a uniform roll approximately 18 inches long and six inches in diameter, bound with web straps and fastened to the rings at the top of the haversack.
1 mosquito net, rolled in the blanket (when actually on field service but not for inspections in garrison).
1 haversack containing the following articles:
- **1 change of underwear.**
- **2 pairs of socks.**
- **1 pair of shoes or "alpargatas."**
- **1 cake of soap.**
- **1 towel.**
- **1 toothbrush.**
- **1 box of matches.**
- **2 days rations.**
- **1 pair of breeches.**
- **1 khaki or flannel shirt.**
- **1 meat can.**
- **1 knife.**
- **1 spoon.**
- **1 fork.**
- **1 tin cup.**

(*b*) The company trumpeter, in addition to the above, and at the discretion of the officer in command, may carry:

1 revolver, belt, holster, and 40 rounds of ammunition.

(*c*) In addition to those prescribed in (*a*), the **First Sergeant** will carry:

1 revolver, belt, holster, and 40 rounds of ammunition.
1 tin case containing the following items:
- 10 *general-expense vouchers.*
- 4 *pay rolls, including retained copy of last previous pay roll.*
- 4 *strength reports and station list (retained and blank).*
- 4 *subsistence returns.*
- 3 *quarterly returns (retained and blank).*

1 tin case containing the following items—Continued.

3 *reports of general equipment (retained and blank).*
1 *morning report.*
1 *sick report with detachment cards.*
1 *duty roster.*
10 *envelopes, O. B.*
1 *ration check book.*
10 *sheets writing paper, O. B., with last number of company file.*
6 *Summary Court forms.*
1 *pen and holder.*
1 *bottle of ink.*
1 *pencil.*
1 *eraser.*
1 *memorandum tablet.*[9]

(*d*) By company cook:

1 revolver.
50 rounds ammunition.
1 belt and holster.
1 machete
3 enameled pots
1 large ladle
1 rope 30 feet long
1 lantern filled with petroleum

An enlisted man detailed as assistant cook or kitchen police will help carry these articles.

1 haversack with contents as for other enlisted men.

(When on the march on a hostile country, at night, in camp, when there is danger of attack, the cook will be armed with the rifle and bayonet like other enlisted men.)

(*e*) By enlisted men of the Medical Division.

1 revolver.
50 rounds ammunition.
1 belt and holster.
1 canteen.
1 blanket.
1 mosquito net, 1 haversack as prescribed for men in ranks.
1 medical pouch, containing the following:

60 antiseptic tablets.
60 c. c. aromatic spirits of ammonia.
60 c. c. compound tincture of opium.
125 quinine sulphas, tablets.
200 pills, cathartic, compound.

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[9] Additional blank forms and stationery supplies may be carried in a field desk, or portable case, in accordance with the nature of the service and its probable duration.

1 medical pouch, containing the following—Continued.
100 phenacetine tablets.
18 bandages, assorted.
6 first aid packets.
1 spool plaster, adhesive.
4 bottles, screw top, 60 c. c.
2 bottles, empty, 60 c. c.
2 1-oz-packages of cotton.

818. Enlisted men on detached service or other duty away from their command and for short periods will not take their lockers. They will carry with them their field equipment as prescribed in the next preceding paragraph and in addition will carry the following clothing in their barrack bags:

(*a*) For details sent from the provinces to Manila on **escort duty, guards for prisoners,** or other duty of estimated short duration—

1 khaki coat with buttons and ornaments complete.
1 khaki breeches.
1 pair puttees, woolen.
2 undershirts.
2 drawers.
1 bath towel.

(*b*) For a detachment, or company in **quarantine duty,** which may cover a period of from two to six months:

1 shirt, khaki or olive-drab.
3 khaki breeches.
1 pair shoes L. T., with 2 pairs laces, extra.
3 undershirts.
3 drawers.
3 pairs socks.
1 tin grease for shoes (tallow and bees-wax).
1 bath towel.

819. For garrison duties, including routine inspections, first sergeants will ordinarily be armed with pistol or revolver only. On active or simulated field service they will carry rifle and bayonet as well as pistol or revolver.

820. Multiball cartridges will be carried only by those guarding prisoners, jails, or quarters, when the use of the regular ball-cartridges would endanger the public.

COMPANY EQUIPMENT

821. The following alphabetical list shows the authorized equipment for one company:

Articles	Quantity
Arm chest	1
Axes:	
Wood, with helves	1
Fire, with helves	4
Basins, wash	5
Baskets:	
Desk	2
Waste	1
Bayonets	(*b*)
Belts:	
Web, carbine, or rifle caliber 30	(*b*)
Revolver, caliber 45	5
Web, 12 gauge	2
Blackboard	1
Books (Text and Reference):	
Butt's Manual	1
Administrative Code	1
Penal Code	1
Guide for Constabulary Inspections	1
Infantry Training Regulations, U. S. A	1
Description, etc., of U. S. Magazine Rifle, model 1903 and Magazine Carbine, model 1899, by U. S. Ordnance Department	1
Description of the Colt's double-action revolver, caliber 45, model 1909, by U. S. Ordnance Department	1
Description of the Pistol	1
Manual of Guard Duty, P. C	3
Description of hand tools for reloading gallery practice cartridges for model 1903 Rifle, by U. S. Ordnance Department	1
Philippine Constabulary Regulations (latest)	1
Criminal Procedure	1
Manual of the Municipal Police	1
Small Arms Firing Regulations, P. C	1
Telegraph Code	1
Bowls, china	(*b*)
Buckets, galvanized iron	5
Bugles	2
Cans:	
Garbage, galvanized iron, with covers	1
Water, galvanized iron, with covers (2 to be supplied with faucets)	4
Meat	(*c*)

Articles	Quantity
Canteens	(*c*)
Carbines or rifles, caliber 30	(*b*)
Cartridges:	
Ball, caliber 30	(*d*)
Ball, revolver, caliber 45	500
Blank, caliber 30	60
Multiball, caliber 30	60
Cawa, iron, large, with cover	1
Cawa, iron, small with cover	1
Chain, safe	1
Chairs, barracks	5
Clocks, alarm	2
Coffee mill, small	1
Compass	1
Cots "Gold Medal" (or bunks for permanent barracks)	(*a*)
Cups, tin	(*a*)
Desk, field	1
Dippers, small, long handled	1
Erasers, steel	1
Files:	
Orders, bulletins, and circulars, large	6
General order, small	3
Wall, hanging	6
Fire hooks, with chain	1
First aid packages	(*a*)
Flags, storm, American and Filipino, each	2
Forks	(*c*)
Grindstone, small	1
Gun slings	(*c*)
Handcuffs	4
Haversacks	(*a*)
Hoes, garden	2
Holsters, revolver	5
Hooks, grass	2
Inkstands, single, complete	3
Knives	(*c*)
Lamps:	
Hanging, single	2
Stand	2
Lanterns	3
Leg-irons	2
Locks, Yale, assorted	9
Lockers, enlisted men	(*a*)
Machetes, with scabbards, or bolos	6
Maps:	
Philippine Islands	1
Provincial and adjoining provinces	1
Marking disks and staves, short range	2

Articles	Quantity
Medicine chest, complete	1
Medicine pouch, complete with contents	1
Numerals, steel, set	1
Oilers, small arm	(*c*)
Pads, stamp	1
Pick axes	1
Plates, china, large	(*b*)
Plates, china, small	(*b*)
Pulley, flag halyard	1
Rakes, garden	2
Revolvers, caliber 45	5
Rods, cleaning, brass, for rifle	6
Rulers, office	2
Safe, field	1
Scabbards, bayonet	(*c*)
Screw drivers:	
Rifle or carbine	5
Revolver	2
Shears, office	1
Shells, loaded, brass, 12-gauge	50
Shotguns, "Winchester" repeating, short barreled	2
Shovels, short handled	2
Soldering outfit, small	1
Spoons	(*c*)
Iron, large	1
Stamps, rubber, dating	1
Stencils:	
Large, set	1
Small, set	1
Straps:	
Blanket roll, web	(*c*)
Canteen and haversack, web	(*c*)
Tables, office, knock-down	2
Taps, self-plugging	2
Tape measure	1
Target frames, steel	2
Target, gallery	1
Tools, reloading, caliber 30, set	1
Tool chest	1

Containing:	Containing—Continued.
1 Saw, rip.	1 Hammer.
1 Saw, cross cut.	1 Square.
1 Plane, jack.	1 Brace and 12 bits.
1 Knife, draw.	1 File, saw.
1 Oil-stone.	1 File, flat, 10 inches.
1 Hatchet.	1 Rasp, wood.

Containing—Continued.	Containing—Continued.
1 Chisel, wood, 1 inch.	1 Oil can.
1 Chisel, wood, ¼ inch.	1 Pliers.
1 Gauge, draw.	1 Saw set.

Typewriter 1

(*a*) Strength.
(*b*) Strength plus 2.
(*c*) Strength plus 5.
(*d*) Strength by 100 plus 2,000.

822. The property responsibility of a Company Commander cannot be transferred to enlisted men. It is his duty to attend personally to its security and to supervise issues himself or cause them to be superintended by another officer. (See pars. 520 and 563.)

823. An officer in temporary or permanent command of a company or detachment is responsible for all public property used by, or in the possession of, the company or detachment whether he has given receipts for it or not. (See par. 520.)

824. Company Commanders and other officers are responsible for the proper care of all public property, including textbooks, publications, and other papers at stations, and are expected to take adequate measures to preserve it from deterioration or loss. Missing or damaged articles must be accounted for, and if loss or damage is due to the culpability of members of the command the value of the articles will be charged against them. (Secs. 633 and 636, Adm. Code.)

825. Except in the case of particular stations or localities, under special instructions issued by the Chief or by the District Commander, arms when not in use will be kept in the armracks provided in barracks for that purpose; and pistols and revolvers secured as the Station Commander may order.

826. Enlisted men will not take their arms apart except by permission of an officer. The mutilation of any part by filing or otherwise, or any attempt to beautify or change the finish, except by application of raw linseed oil, is prohibited.

827. It is forbidden to use any dressing or polishing material on the leather accouterments or equipment of the men except the preparations supplied for that purpose. (See APPENDIX IV.)

828. Articles of public property issued to a company for its exclusive use will, when practicable, be marked with the number of the company and the letters **P. C.** Haversacks, canteens, and similar articles of equipment will be uniformly marked on the outside with the number of the company over the letters **P. C.** The underside of the flap of the haversack, and the underside of the canteen will show the individual number of the enlisted man in the company to whom they are issued.

THE RATION—ACCOUNTING AND AUDITING

829. The ration fund is administered under the supervision of the Provincial Commander by Company and Detachment Commanders, by specially detailed Mess Officers or by Medical Officers in charge of hospitals. The ration is given in cash or in kind, or partly in cash and partly in kind, depending upon circumstances, such as whether men are traveling under orders, or in the field, or in garrison, etc. (For records of subsistence and their disposition, see par. 56.)

830 (*a*) All enlisted men (except members of the Band) are entitled to subsistence. The daily ration is fixed by the Appropriation Act, and will be published from time to time in general orders.

(*b*) Rations will be drawn for all men present who have not already been rationed.

831. The following forms are prescribed for use in the administration of subsistence funds:

(*a*) *Subsistence Voucher* (P. C. Form No. 1).
(*b*) *Receipt of Subsistence funds for Casual Patients in Hospitals* (P. C. Form No. 2).
(*c*) *Return of Subsistence Funds* (P. C. Form No. 3).
(*d*) *Ration Checks* (P. C. Form No. 4).
(*e*) *Mess Fund Receipt* (Book Form).
(*f*) *Report of Inspection of Subsistence Account* (P. C. Form No. 20).

832. Each officer accountable for subsistence funds will keep a **Cash Book** showing all receipts and expenditures. From this record an officer's cash and transactions can be verified at any time, and his return of subsistence funds made up.

833. Subsistence funds will be drawn by officers in charge of companies, detachments, or hospital messes on the last day of the month for the net number of rations due as shown in column 3 of the *Subsistence Voucher* (P. C. Form No. 1). If the funds on hand are not sufficient to supply a mess until the end of the month, the Disbursing Officer may advance to the Mess Officer on memorandum receipt an amount not to exceed what may be due for subsistence at the full authorized strength for the entire month.

834. Four copies of the *Subsistence Voucher* (P. C. Form No. 1) will be made. Three copies will be given the Disbursing Officer, who will enclose the original receipt as a voucher to his disbursing account, file the duplicate, and mail the triplicate to the Quartermaster. The fourth copy will be filed with the records of the organization.

835 (*a*) The *Return of Subsistence Fund* (P. C. Form No. 3) will be rendered in duplicate by all Company Commanders, specially detailed Mess Officers, and Medical Officers in charge of hospitals on the last day of the month, or when relieved, whether changes occur or not in a command during the period covered by the report.

(*b*) The original copy will be forwarded to the Quartermaster not later than the 10th of the succeeding month and the other copy will be retained with the records of the organization.

836 (*a*) All Company Commanders, specially detailed Mess Officers, Detachment Commanders, and Surgeons, who render *Subsistence Vouchers* (P. C. Form No. 1) and *Returns of Subsistence Fund* (P. C. Form No. 3), will forward their reports together with the ration checks and other subvouchers to their respective Provincial Commanders for approval.

(*b*) Before approving such returns, Provincial Commanders will scrutinize each item appearing on ration checks and assure themselves that the prices quoted are those prevailing in the market, and that the Company Mess Fund is administered with fidelity and efficiency.

837. Company Commanders and other Organization Commanders are charged with the duty of making requisition for, disbursing and accounting of subsistence funds and subsistence supplies for their respective commands. (Sec. 867, Adm. Code.)

838 (*a*) *Ration check* books (P. C. Form No. 4) are accountable forms and will be furnished by the Quartermaster to Company Commanders, specially detailed Mess Officers, and Medical Officers in charge of hospitals.

(*b*) Ration checks will be issued for all purchases and for all bills unpaid at the end of the month.

(*c*) Changes or erasures will not be made on ration checks. Mutilated ration checks will be marked **"void"** and forwarded with the *Return of Subsistence Fund.* The stubs will also be marked **"void."**

(*d*) All ration checks will be considered as unpaid until receipted. When cash rations are furnished to individual soldiers or detachments, the officer or soldier in charge will be required to sign the receipt below the ration check.

(*e*) When ration checks are given to cover purchases, the issuing officer will cash them as soon as presented for payment.

(*f*) Paid ration checks will be listed on the face of the return under **"Credits"** and attached to the original copy thereof.

839 (*a*) *The Mess Fund Receipts* (Book Form) are accountable forms and will be issued by the Quartermaster as in the case of ration check.

(*b*) For all money received into the mess these receipts will be issued except the funds received on the regular monthly *Subsistence Voucher* (P. C. Form No. 1).

(*c*) The original copy will be given to the payer, the duplicate copy will be forwarded with *Subsistence Return* upon which amount is taken up, and the triplicate copy will be left in the book and filed with the company records. If the payer is a Disbursing Officer, he will attach the original copy of the receipt to the voucher on which payment is made. Such vouchers will not be allowed in audit unless accompanied by one of these receipts.

(*d*) The original and duplicate of damaged, mutilated, or void receipts will be forwarded with the *Return of Subsistence Fund.* Notation will be made on triplicate copy showing disposition made of the other copies.

840. When enlisted men are ordered from one province to another, their company or unit commander will certify on the travel order the inclusive dates of the period for which they have been rationed in connection with such travel. A copy of this certified order will be sent to the Quartermaster. The certificate will be in the following form:

Date .....

"I certify that Sgt ..... *and 9 men,* ..... *Co, P C, have been rationed in cash from October 1, 1928, to October 10, 1928, inclusive."*

(Sgd.) .....

Company Commander.

"Received ₱40.

Signed .....

841. The certificate or statement of an officer that he has furnished rations to enlisted men for a certain period or to a certain date will be binding upon every other officer concerned, and no officer is authorized to take up such soldiers under the column **"Changes Occurring During Month"** of the *Subsistence Voucher* (P. C. Form No. 1) until the expiration of the period covered in the certificate. Soldiers reporting without rations or funds at any station will be rationed, and, if it be apparent that there has been an insufficient issue, or a misuse, or loss of rations or

funds, an investigation will be made, and a report sent to the proper superior so that the responsibility may be fixed and the matter adjusted.

842. Men traveling on duty, at sea, will be rationed at the ordinary rate charged on board ship. Any amount in excess of the authorized daily allowance will be reimbursed to the Company Mess Funds from the appropriation for transportation on a general voucher duly completed and certified.

843. Enlisted men or detachments traveling from one province to another who are rationed for a period insufficient to enable them to reach their destination may be rationed by intermediate officers under the following conditions: **They will be given sufficient rations to enable them to reach their destination. At the same time the officer issuing the additional rations will give the officer or soldier in charge a certificate stating clearly the inclusive dates for which he has rationed them.** Copies of this certificate will at once be mailed to the Quartermaster. Soldiers rationed in this manner will be taken up on the *Subsistence Voucher* (P. C. Form No. 1.)

844 (*a*) When a company has a substation, the Company Commander will issue the Detachment Commander a *Ration Check Book* and furnish him with necessary subsistence funds on memorandum receipt. The Detachment Commander will sign *Ration Checks* as issuing officer and cash them from the funds furnished him, but the receipt on the *Ration Check* will be made out in favor of the Company Commander. At the end of the month the Company Commander will take up the *Ration Checks* and account for them on his *Return of Subsistence Funds* (P. C. Form No. 3). Any cash balance in the possession of the Detachment Commander at the end of the month forms a part of the cash balance of the Company Commander.

(*b*) When a Detachment Commander is an enlisted man he should be furnished, as far as practicable, with rations in kind from the home station and be given only such cash

as is necessary. The money expended by him will be accounted for by means of receipts, which will later be taken up by the Company Commander on ration checks.

845 (*a*) Enlisted men will be dropped for rations on the day following their discharge. No remarks will be entered under the column **"Changes Occurring During Month"** of the *Subsistence Voucher* (P. C. Form No. 1) for men discharged and reënlisted the following day, as no loss or gain of ration occurs.

(*b*) Two or three meals will constitute a ration. If an enlisted man reports for ration, or enters or is discharged from a hospital before the noon meal, a ration is added or dropped accordingly. To add a ration a man must have been furnished at least two meals in the same day.

846. Sergeant majors, staff sergeants and enlisted men of the Medical Division will be attached to companies for rations, and may, at the discretion of the Provincial Commander, be rationed in cash. (See par. 742.)

847. Commutation of ration at the rate authorized by law, may be paid in advance from mess funds to enlisted men going on furlough. (See par. 159.)

848. Officers will not issue cash rations to soldiers in station except to those authorized by Provincial Commanders as it is likely to cause discontent in a command. Authority for furnishing cash rations to enlisted men other than sergeant major, staff sergeants, members of the Medical Division, those on patrol and those on authorized furlough, should be stated on the ration check covering the payment.

849. Upon his relief an officer will turn over to his successor the **cash balance, stock on hand, mess property, blank subsistence receipts, blank ration checks,** and the receipt for them will be attached to the final return of subsistence mailed to the Quartermaster. He will also furnish his successor an itemized statement of amounts owed to or by the organization at the date of transfer. Cash rations given in advance to soldiers and **"Changes Occurring During Month"** in the *Subsistence Voucher* (P. C. Form No. 1)

need not be included in this statement. In case no amount is owed to or by the company or detachment, that fact will be stated in the final return of subsistence.

850. Separate accounts will not be kept of mess savings and current subsistence funds. The cash balance of the month, plus the value of subsistence supplies on hand and any other credits due company, less the amount of outstanding ration checks and other unpaid obligations, represents the total savings of an organization. The cash balance will be carried to the *Return of Subsistence Funds* for the next month as **"Balance on Hand Last Return,"** and will be accounted for with the funds drawn for that month.

851. Subsistence accounts will be audited in the office of the Quartermaster. Officers concerned will be notified in writing in case of any overdraft or underdraft. The Chief is empowered to order deductions from pay of officers responsible for differences or discrepancies in subsistence funds which are not satisfactorily accounted for.

852. Within thirty days after the end of each month, the Quartermaster will submit to the Chief a monthly comparative statement of the financial condition of each company, showing funds on hand, net worth of company, and the gain or loss from previous month.

SPECIAL SUBSISTENCE REGULATIONS

853. The following special subsistence rules will, in addition to other general regulations on the same subject, be observed by the Constabulary Garrison in the City of Manila and at other posts where two or more companies are messing together:

(*a*) On the last day of each month each Company Commander, and the Medical Officer in charge of the hospital, will submit a *Subsistence Voucher* (P. C. Form No. 1) to the Garrison Subsistence Officer. The latter will then draw subsistence funds for the ensuing month for each company, and for the hospital, on separate *Receipts for Subsistence Funds.*

The Subsistence Officer will himself prepare a *Report of Daily Ration Strength* to include the noncommissioned staff and casuals,

for which funds will be drawn on separate *Receipts of Subsistence Funds.*

(*b*) The Subsistence Officer will prepare and render a *Return of Subsistence Funds* (P. C. Form No. 3) for the entire command, in which the amounts drawn for each unit will be accounted for.

(*c*) When a company reports for duty with the Manila Garrison, the Company Commander will turn over all subsistence funds, bills payable and receivable, and supplies, to the Garrison Subsistence Officer who will assume responsibility therefor.

(*d*) When a company is separated from the Manila Garrison (whether by transfer to another station, or for field service) the Company Commander will receive from the Garrison Subsistence Officer:

(1) Sufficient supplies to subsist the company to its next destination; and a sum equal to the amount of savings turned in upon joining the garrison, plus an equitable share of the value of stock in hand since purchased, and of accrued Garrison Mess savings, less an equitable share of outstanding obligations.

(2) The outgoing company will also be required to bear its fair share of any loss that the Garrison Mess may have sustained during the period of its tour.

THE COMPANY MESS AND MESS PROPERTY

854. Enlisted men are required to mess with their companies except when rationed in cash, as provided in paragraph 847.

855. Details as to organization of messes, components of the ration, variety of meals, how and where articles should be purchased, etc. are, under the supervision of Provincial Commanders and other superior authority, left to the judgment and experience of Company Commanders, subject to such restrictions as the Chief may impose.

856. Company Commanders are expected to make every effort to provide their men with a substantial, healthful, and wholesome ration at all times rather than to accumulate savings. Upon this depends the health, willingness, endurance, and efficiency of the enlisted men.

857. Where local markets are poor and inadequate, staple components of the ration, such as rice, beans, coffee, dried fish, dried fruits, canned meats, etc., may be purchased wherever they can be advantageously obtained. The cost

of distributing such rations, Government transportation not being available, is a proper charge against the appropriation for transportation.

858. General regulations for the enlisted men's fare can not be prescribed to suit each locality and circumstance. Personal care and judgment on the part of company officers are relied upon to prevent waste or misuse.

859. A menu form is prescribed to enable Subsistence Officers to maintain a uniform record of the components of the daily ration, and to enable Provincial Commanders and Inspectors to make a proper check of the enlisted men's messes. The menu form will be properly filled in daily, and posted in the dining room where it is accessible to all members of the company. At the end of the month, these forms will be filed with the company records and retained for six months. (Par. 56.)

860. Company Commanders will supervise the cooking and messing of their men. They will see that suitable men in sufficient numbers are fully instructed in cooking the food usually obtainable, that serviceable utensils necessary for cooking are always on hand, and that each man is supplied with a proper mess kit.

861 (*a*) Kitchens will be placed under the immediate charge of noncommissioned officers, who will be held responsible for their condition and for the proper use of rations. No one will be allowed to visit or remain in the kitchen except those who go there on duty or are employed therein. The greatest care will be observed in cleaning and scouring cooking utensils.

(*b*) Where facilities are available without prejudice to the comfort of the men and to the sanitary condition of the station, company officers should encourage the keeping, for the benefit of the mess, of pigs, poultry etc.; and arrangements should be made to feed the kitchen refuse to such company livestock.

862. Kitchen gardens should be established wherever practicable. Fencing, seeds, etc. will be provided by the

enlisted men of the command, and the produce of a garden will belong to them. Manure for garden purposes should ordinarily be obtained from the station stables. Transfers of stock, garden implements, etc. will be arranged between the relieving units, or, if a relief does not take place, by sale under the supervision of the Provincial Commander.

863. In the field, and at very remote stations all components of the ration should, whenever practicable, be purchased on the spot, thus saving transportation, insuring a steady supply, and greatly increasing mobility of the command.

864. Individual men or small detachments located or operating in places where rice cannot be readily purchased at a reasonable price should be furnished at least three-fourths of a liter of rice (three chupas) per day for each man. The balance of the ration may be furnished in cash or in kind, according to circumstances.

865. Officers and enlisted men purchasing supplies from the mess will be charged the cost price of the article plus a surcharge of 5 per cent to cover expenses in transportation, deterioration, leakage, etc.

866. For the convenience of companies stationed in out-of-the-way places, the Quartermaster will settle all bills contracted by them for mess supplies in Manila, Iloilo, Cebu, Zamboanga, Jolo and other commercial centers under the following conditions:

(*a*) Company Commanders will place their own orders and accept delivery of purchase; the Quartermaster will not assume any responsibility for the quality of the goods furnished by the merchants or for any losses or damage suffered in transit:

(*b*) Bills forwarded for payment by the Quartermaster will be indorsed as follows:

"Certified correct: Pay to ..... ₱....., *and charge to the mess funds of* ..... *Co, Philippine Constabulary."*

(Sgd.) .....

Company Commander

(*c*) The amount of the bill will be deducted by the Disbursing Officer from the next receipt subsistence funds. The total amount due the company for the month will be determined in the usual way, and entered on the voucher. Immediately following will be written: "*Less amount paid by the Quartermaster to* .....,
₱.....: *Balance* ₱....."

(*d*) The receipt will be accomplished for the balance due the mess funds after deducting the bills to be paid by the Quartermaster, and the Disbursing Officer will take credit for this amount only; but the Mess Officer will debit himself in his subsistence account with the full amount due the company for the month and credit himself with the amount of the bill paid.

(*e*) A duly prepared ration check will be attached to each bill forwarded to the Quartermaster for payment.

867. In order to effectively provide against emergencies such as change of station, field service, or delay in receiving **Subsistence Funds**, and at all times to provide ample subsistence of good quality, mess funds should be administered with such care and economy that during seasons when market conditions are favorable a working reserve of mess savings will be accumulated.

868 (*a*) In cases where the mess savings of a company have become seriously depleted owing to prolonged service in the field or in sections of the country where subsistence supplies are costly and difficult to obtain, the Provincial Commander, with the approval of the Quartermaster and duly recommended by the District Commander, may levy a reasonable assessment on the mess savings of better situated and more solvent companies in the same province.

(*b*) This step is considered expedient in order that the personnel of all the companies in the province may enjoy, as nearly as practicable, equal mess benefits. But to avail of this benefit it will have to be conclusively shown that the predicament of any company is due entirely to the exigencies of the service, and to no mismanagement on the part of the Company Commander or any of his subordinates.

869. Mess savings may be expended:

(*a*) For the improvement of the mess without reference to higher authority, subject to the supervision of the Provincial Commander.

(BULLETIN No. 2, s. 1930)

x x x x x

2. SUBJECT: COMPANY SUBSISTENCE PROPERTY.-

Heretofore for record and audit purposes property has been classified as Insular property and Mess Property; some confusion has resulted in confounding Mess Property with Company Subsistence Property, or items other than food purchased from Company Mess Savings for the entertainment and benefit of the members of a company mess. Full and complete instructions have been issued respecting Insular Property and Mess Property, for which Insular funds have been invested. Hereafter all items purchased from company Mess Savings will be taken up by the Company Commander under the classification "Company Subsistence Property" and will be accounted for by him in accordance with the instructions provided therefor in Philippine Constabulary Regulations for 1930.

Effective February 1, 1930.

x x x x x

(*b*) For the payment of annual cedula taxes.

(*c*) For authorized expenditures specifically recommended and approved by the District Commander:

1. Purchase of athletic goods not to exceed 15 per cent of the total savings.
2. Purchase of musical instruments not to exceed 10 per cent of the total savings. (Provided that repairs to such instruments not exceeding 5 per cent of the mess savings may be done on the authority of the Provincial Commander).
3. Purchase of books not to exceed 10 per cent of the total savings.
4. Subscriptions for periodicals not to exceed 3 per cent of the total savings.
5. Incidental expenses such as photographs of the company, barracks and grounds, not to exceed 2 per cent of the total savings.

(*d*) For hiring scavengers or helpers for the company, on the recommendation of the District Commander and approved by the Quartermaster. (*The hiring of such services to be paid from contributions by the enlisted men is forbidden*).

870 (*a*) Subsistence stores actually on hand will be listed on every return rendered of the *Return of Subsistence Fund* (P. C. Form No. 3).

(*b*) An itemized list of all changes in mess property will be submitted with each monthly return.

871. Deterioration of, or damage to, supplies on hand purchased for the mess of an organization must be borne by mess savings except where responsibility for neglect or carelessness can be properly charged against an individual.

872. When the subsistence supplies of enlisted men are lost through unavoidable causes, the Department Head may authorize, upon proper evidence being submitted, reimbursement to the company sustaining such loss. (Sec. 866, Adm. Code.)

873. When an officer delivers to a carrier in good condition supplies ordered, he is exempt from claim for loss or deterioration in transit. Such claims must be made against the carrier.

874. When mess property has become unserviceable from any cause, it shall, upon application of the accountable of-

ficer, be inspected by Headquarters or a District Inspector, and if found to be valueless, may be destroyed in his presence. Claims arising from loss or destruction of mess property will also be passed upon by other Inspectors. A copy of the certificate of the Inspecting Officer will be the authority of the accountable officer to drop from the company records the property thus destroyed. The certificate will show the **number, articles destroyed, unit price,** and the **date of purchase** or **receipt of each article.** (Sec. 640, Adm. Code.)

875. Upon the transfer of a command from one officer to another mess property will be invoiced and receipted for separately on P. C. Forms Nos. 42–a and 42–b, respectively.

FIREWOOD

876 (*a*) Authority to purchase firewood for the company from mess saving will not be granted when wood can be gathered for the cost of the labor by enlisted men without interfering with more important duties.

(*b*) Request for authority to purchase firewood must show that it is impossible to obtain it otherwise. In cases where commands or hospitals are unable to obtain fuel for necessary cooking purposes except by purchase, and if the local mess fund is inadequate to provide fuel, an allowance of 40 centavos a month for each man of the command may be authorized by the Chief.

INSPECTION

877. Company and Detachment Commanders will inspect their commands every Saturday, at which time all arms and ammunition will be checked, equipment examined, and clothing verified. No one will be excused from Saturday inspection except members of the guard and the sick. (For inspection made by Inspectors, see pars. 29 and 34.)

878. Clothing of enlisted men which shows signs of wear and tear will be gradually replaced from quarter to quarter. Provincial Commanders and other Inspecting Officers will observe if this provision is carried out by Company and

Detachment Commanders, and will report cases of neglect in this connection.

879 (*a*) Whenever inspecting companies or detachments, Provincial Commanders and other Inspecting Officers will scrutinize the articles of clothing of the men with respect to their sufficiency and general condition. When articles of the uniform and other clothing become frayed, shabby, or otherwise unserviceable the men concerned will be required to submit to their immediate commander a memorandum list of new articles, which will be drawn at the next issue of clothing.

(*b*) Inspecting Officers will see that proper measures are taken to keep articles of underclothing as well as articles of the uniform adequately laundered and in presentable condition and good repair.

880 (*a*) Company and Detachment Commanders will make a daily inspection of barracks, dormitories, kitchens, and lavatories, giving particular attention to cleanliness to the proper preparation of food, and to all arrangements affecting the health and general comfort of the men.

(*b*) A company officer should be required to visit the mess room at meal times, at least once a day, and to see that the food is properly prepared and that there is no legitimate cause for complaint.

881. Company Commanders will take appropriate measures to encourage personal cleanliness among enlisted men including the care of their hands and teeth. The hair will be kept short and trimmed. Soiled clothing must, until sent to the laundry, be kept in proper clothing bags. The efficiency of company officers will be largely measured by the general smartness of the members of their command, and by the cleanliness and orderliness of barracks and quarters.

882. Company Commanders will note on their *Quarterly Returns* the dates of inspections of their companies by Provincial Commanders and other Inspecting Officers. (For inspection of fund, see pars. 518 and 519.)

Article XXIII.—TRAINING AND INSTRUCTIONS

883. Thorough instruction of the noncommissioned officers and men in their various duties is most essential. As conditions differ in different parts of the Archipelago, Company Commanders, under the supervision of Provincial Commanders, may vary the details of instruction according to local needs, following the general plan contained hereinafter.

884. While the constant and systematic instruction of the men is very important, it must always be remembered that the first duty of the Constabulary is to keep order and to protect life and property in their vicinity. All routine duties will be subordinated to necessary field service, patrols, and police duties.

PRACTICAL INSTRUCTIONS

885. Service calls for all Constabulary stations are ordered as follows:

	April 1 to September 30	October 1 to March 31
First call	5.30 a. m.	5.50 a. m.
March and reveille	5.40 a. m.	6.00 a. m.
Assembly	5.45 a. m.	6.05 a. m.
(10 minutes calisthenics.)		
Mess	6.15 a. m.	6.25 a. m.
(Police of barracks 6.40.)		
Drill	6.55 a. m.	6.55 a. m.
Assembly	7.00 a. m.	7.00 a. m.
Recall	8.00 a. m.	8.00 a. m.
Guard mounting	8.40 a. m.	8.40 a. m.
Assembly	8.45 a. m.	8.45 a. m.
Adjutant's call	8.50 a. m.	8.50 a. m.
School	9.50 a. m.	9.50 a. m.
Assembly	9.55 a. m.	9.55 a. m.
Recall	10.55 a. m.	10.55 a. m.
Mess	11.15 a. m.	11.15 a. m.
Drill, field problems signaling or athletics	4.00 p. m.	4.00 p. m.
Assembly	4.05 p. m.	4.05 p. m.
Recall	4.35 p. m.	4.35 p. m.
Mess	5.00 p. m.	5.15 p. m.
First call (retreat)	5.40 p. m.	5.00 p. m.
Assembly	5.45 p. m.	5.05 p. m.
Call to quarters	9.45 p. m.	9.45 p. m.
Taps	10.00 p. m.	10.00 p. m.
Saturday inspection:		
First call	7.50 a. m.	7.50 a. m.
Assembly	8.00 a. m.	8.00 a. m.

886. The regular drill will include the school of the company in close and extended order as prescribed in the United States Army Training Regulations.

887 (*a*) The ultimate purpose of drill is its application in actual service. Instructors should therefore give special attention to practical problems of offensive and defensive combat, explaining in advance to their men, and especially to noncommissioned officers, the particular purpose, correct solution, and the end to be accomplished in each problem. The number of such problems capable of demonstration is unlimited. They afford opportunities to officers and men to study the requirements of actual field service and in a variety of conditions thus keeping up the interest in drills and combat training.

(*b*) Every Station Commander should exercise his men in taking all possible practical positions for repelling various imaginary attacks upon his station. The call **"To arms"** will be occasionally sounded, both by means of the voice and the trumpet, and the men practiced in taking positions.

888. Company officers, unless engaged upon some other essential duty, will attend all drills and retreat roll call. Where there are two or more officers in a company and in station, one officer will attend reveille roll call and conduct the calisthenic exercises. The practice of delegating the supervision of military training, athletic exercises, parades, etc., to noncommissioned officers will be vigorously discouraged by District and Provincial Commanders.

889. The following supplementary field service regulations are prescribed for the Constabulary:

(*a*) *The Hemmett Rally* may be executed from a halt or while marching at quick or double time: **RALLY.** At this command, given at any time in the formation hereinafter mentioned, individuals move as rapidly as possible to their respective positions, file closers and guides going to such points as will place them within the formation at its completion; bayonets are fixed, pieces loaded and brought to the position of *"ready."* The movements of the end toward the center and of the center outward are continued in the various forma-

tions until a circle or similar figure is attained, this depending upon the character of the country and the growth at the particular spot where the rally takes place. The men between the ends and the center conform to the movement of the others.

Company or detachments in column of twos, command: **RALLY.** At this command the front rank of the first set of twos in column remains facing to the front, the rear rank of the last set of twos faces to the rear, all other front ranks in column turn to the left, all other rear ranks to the right, the head and rear close in upon the center, if possible, by marching backward while the center opens outward.

Company or detachment, in column of squads, command: **RALLY.** At this command the front rank of the leading squad remains facing to the front, the rear rank of the last squad in column faces to the rear; all other front ranks in column turn to the left and halt, all other rear ranks turn to the right and halt, the head and rear close in upon the center, if possible, by marching backward while the center opens outward.

Company or detachments, in column of files, command: **RALLY.** At this command, the leading man in column remains facing to the front, and last man in column faces about, the remaining front rank men throughout the column jump to the left, the rear rank men to the right, the head and rear of the column, if possible, close in upon the center by marching backward while the center opens outward. In forming column of files or twos, it is preferable to execute the movement by the **"right,"** as this places the corporals at the rear of their respective squads.

To assemble the company or detachment in column of files, twos, or squads from the rally, the command is: 1—**Assemble by files** (twos or squads), 2—**March.** At the command of execution, the men go to their places in column by the shortest route, with bayonets fixed and rifles loaded. If it is desired to assemble the men with unloaded rifles and unfixed bayonets, the following commands will be given before assembling: (1) **Unload,** (2) **Unfix,** (3) **Bayonets.**

(*b*) In Extended Order Formation, pieces will be loaded (simulated if in drill) and locked, bayonets fixed prior to taking extended formation. (See T. R. 420–85.)

890. Except on extraordinary occasions parades other than those for reveille and retreat, or drills or routine garrison duties except guard mounting, will not be required at any Constabulary post or station on Sundays, legal holidays, or on Saturday afternoons.

891. Company officers and men must be kept in good marching condition at all times. At stations where the

normal fieldwork or patrol duty is not sufficient to keep the men in first-class physical condition, there will be required at least one 10-mile practice march weekly, each man carrying in his pack a weight equal to three days field rations. District Commanders and Inspectors are responsible for the enforcement of this regulation.

892 (*a*) At stations where the enlisted strength makes it practicable, regular formal Guard Mounting will be held daily. All enlisted men will be thoroughly instructed and trained in the correct performance of guard duties.

(*b*) During rainy weather the guard may be mounted informally.

893. Provincial Commanders should encourage their subordinate officers, and the more intelligent noncommissioned officers, to make military sketches of unmapped sections of country within their jurisdiction, and to prepare road and reconnaissance reports within its limits. Such work should, when completed, be forwarded to the Adjutant, through regular channels, for the information of the Intelligence Division.

894. Officers, noncommissioned officers and any enlisted man who may be detailed to command a patrol or detachment should habitually carry a pencil and a notebook, or a field message book.

895 (*a*) Swimming and life-saving will be taught all officers and enlisted men where facilities exist. When conditions are favorable bathing parades will be periodically ordered, under the supervision of an officer, for the purpose of instruction. Members of the command who are skilled swimmers will be detailed to instruct those who are less proficient, and to guard against accidents.

(*b*) All officers and enlisted men will be required to show proficiency in first aid methods for the recovery of the apparently drowned.

896. Every Company Commander is required to have a complete set of fire equipment, such as hooks and rope, ladders, buckets, etc., conveniently located in or in the immediate vicinity of barracks. When not supplied by

the Quartermaster articles of fire-fighting equipment may be improvised from bamboo poles, empty oil cans and so forth. The fire buckets will be kept three-fourths full of clear water at all times.

897. The following regulations will govern all stations in case of fire, and fire-drill will be practiced at least twice a month in accordance therewith:

(1) **Fire in barracks:**

(*a*) Sound fire call;

(*b*) The guard will assemble with bayonets fixed and magazines filled. If necessary the guard will be strengthened by the old guard under arms, this necessity to be determined by the Station Commander under authority of a standing order or by a prolonged whistle;

(*c*) All other members of the company will immediately form in line at a designated place under the senior officer or noncommissioned officer present who, after detailing the necessary number of men to convey all arms, belts, ammunition and other property from the barracks to a place of safety, will supervise the work of extinguishing the fire. He will see that the property, arms, ammunition and other property are adequately guarded. He will then detail such of the members of the guard as can safely be spared to assist in extinguishing the fire.

(2) **Fire elsewhere than in barracks.**

(*a*) Sound attention, followed by fire call;

(*b*) The guard conveniently reinforced, ordinarily by the old guard, will assemble with fixed bayonets and filled magazines and will then be posted by the Company Commander or the First Sergeant so as to carefully guard all entrances to the barracks;

(*c*) If the roof of the burning building be thatched and the fire be near the barracks, a detail of from four to six men will climb to the roofs of the barracks and quarters equipped with wet sacks or blankets and buckets of water, prepared to extinguish any sparks that may fall thereon. The remaining members of the company will secure fire apparatus and proceed to the fire under charge of an officer or a noncommissioned officer.

THEORETICAL INSTRUCTIONS

898. For purposes of theoretical instruction there will be formed at each station two classes: The **First Class** to consist of noncommissioned officers and especially intelligent privates; the **Second Class** to consist of the other less proficient men of the organization. School will be held under charge of an officer if there be one present; if there be no officer, then the senior noncommissioned officer will act as instructor.

899. Formal instructions by means of recitation, oral or written, or by means of blackboard work will be held for the First Class twice a week, each period covering not less than 40 minutes. These will include:

(*a*) Military duties.
1. Infantry drill regulations.
2. Guard regulations.
3. Small Arms Firing Regulations.
4. Discipline and military courtesy.
5. Constabulary regulations and orders.
6. Responsibilities and duties of noncommissioned officers.

(*b*) Intelligence service and civil duties:
1. Methods of obtaining information.
2. Methods of securing and serving warrants.
3. Making arrests including practical work in preparing complaints for ordinary criminal offenses.
4. Powers of peace officers in making arrests.
5. Parts of the Administrative Code referring to the organization of the Government.

900. The Second Class will be instructed twice a week, for not less than 40 minutes each session, by means of lectures on:

1. Duties as soldiers.
2. Patrol duties.
3. Guard duties.
4. Methods of obtaining information.
5. Such parts of regulations and orders, as may be expedient.

901. Both classes will be given practical instruction in English, special attention being devoted to those men who

can already read and write. Company Commanders are enjoined to teach English in the company school constantly, and Provincial Commanders will satisfy themselves that this is being done. District Inspectors will, in their inspection reports devote a paragraph to comment upon the state of the English and the progress being made in it by the enlisted men of each company specially of the noncommissioned officers. Officers will habitually give orders and instructions in the English language. (See par. 1039.)

902. Company and Station Commanders will keep a record showing the subjects of instructions and number of men in attendance at each session of school. They will include in their monthly Narrative Reports to their Provincial Commanders a brief statement concerning such instructions and the results obtained as outlined in paragraphs 898–901, inclusive.

903. Every Company Commander will keep a list of the enlisted personnel of his company, showing the qualifications of each man with respect to languages and dialects, marksmanship, educational attainments, mechanical aptitude, clerical ability, etc. This record will be used as a ready reference, and will be kept up to date.

904. On Saturdays, after the weekly inspection, instructions will be given the entire command for a period of not less than forty minutes in hygiene and sanitation, and in practical first aid work as outlined in **"First Aid in Camp and Station."** This may be given by a member of the Medical Division or by an officer.

COMPANY INSPECTION

905. Inspection of Constabulary companies will be governed by the following regulations:

(*a*) A company of fewer than six squads is commanded by the Company Commander as a single platoon, but retains the designation of a company. Lieutenants (junior officers) are posted in the line of file closers. The senior lieutenant takes post in rear of number one of the right squad and the next senior lieutenant in rear of number four of the left squad. The first sergeant takes post in rear of number one of the last squad. If there be no junior officer present,

the first sergeant takes post in rear of number one of the right squad. (T. R. 420–50.)

(*b*) A company of two or three platoons is formed in column of platoons, or in line, for inspection. (T. R. 420–50.)

(*c*) **To Open and Close Ranks.**—The company formed as a single platoon being in line, the command is: (1) *Open ranks,* (2) *March,* (3) *Front,* (4) *Prepare for Inspection.* At the command March, the front rank men execute right dress; the rear rank men and file closers march backward four steps, halt, and then execute right dress. After verifying the alignment, the Company Commander takes post three paces in front of the right guide facing to the left and commands Front, Prepare For Inspection, and proceeds to inspect the company. At the command March, the junior officers, who are posted in the line of file closers, pass around their respective flanks of the company and take position three paces in front of the front rank. The senior lieutenant (junior officer) takes position in front of number one of the second squad, the next senior lieutenant (junior officer) in front of number one of the last squad, and the other lieutenants, if any, at equal intervals between the two. If there be only one junior officer present, he takes position in front of the center of the company. The Inspector may inspect the officers before beginning the inspection of the front rank. (See illustration on page 276.)

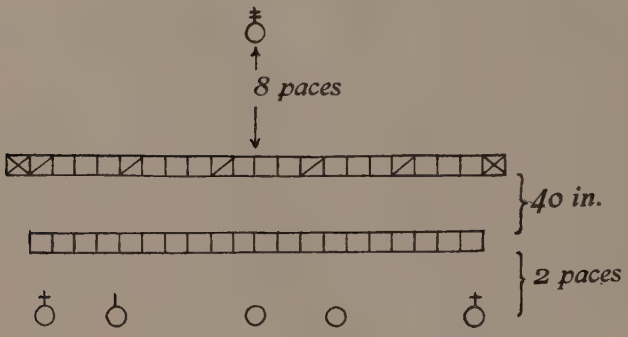
(*d*) The Company Commander may direct the junior officers to carry out the detailed inspection of arms or other equipment of the company.

(*e*) **Inspecting Officer Other Than the Company Commander.**—Should the Inspecting Officer be other than the Company Commander, the latter commands Rest, and faces to the front. When the Inspecting Officer approaches, the Company Commander faces to the left and commands: (1) *Company, attention,* (2) *Prepare for Inspection,* faces to the front and salutes. As soon as inspected, he returns pistol, places himself on the right of the Inspecting Officer and accompanies him throughout the inspection of the company.

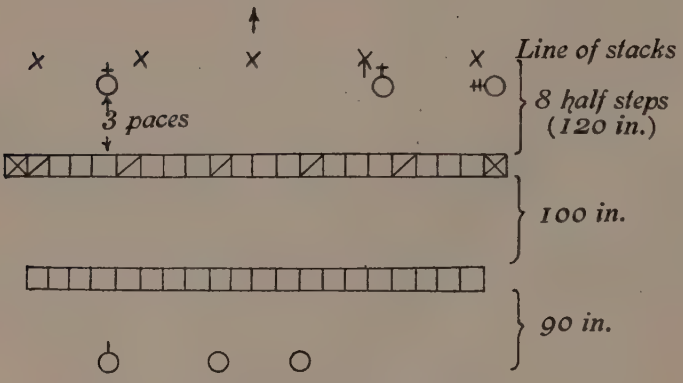
(*f*) The inspection is made from right to left in front and from left to right in rear of each rank and the line of file closers.

(1) Each man, as the Inspector approaches him, executes Inspection Arms. The men should come to a distinct port, before grasping the bolt handle with the right hand. The Inspecting Officer takes the piece, grasping it with the right hand just above the rear sight, the man dropping his hands as he releases control of the arm to the Inspecting Officer. The hands must be snapped briskly downward and not allowed to fall slowly or casually.

Constabulary Company Formed Preparatory to Inspection



Company in Open Ranks for Inspection of Packs



LEGEND

- *Company Commander*
- *Lieutenants (Junior Officers)*
- *First Sergeant*
- ⊠ *Sergeants (guides)*
- ▨ *Corporals (squad leaders)*
- □ *Privates*
- ○ *File Closers*

(2) The Inspecting Officer inspects the piece, and with the hand and piece in the same position as when receiving it, returns it to the man, who grasps it with the left hand at the balance and executes **Order Arms.** Men successively execute inspection arms as the Inspecting Officer returns the piece to the man immediately on their right. Each man executes **Order Arms** as soon as the Inspecting Officer passes to the next man.

(*g*) The Company Commander should adopt a thorough and methodical system for inspecting the rifle.

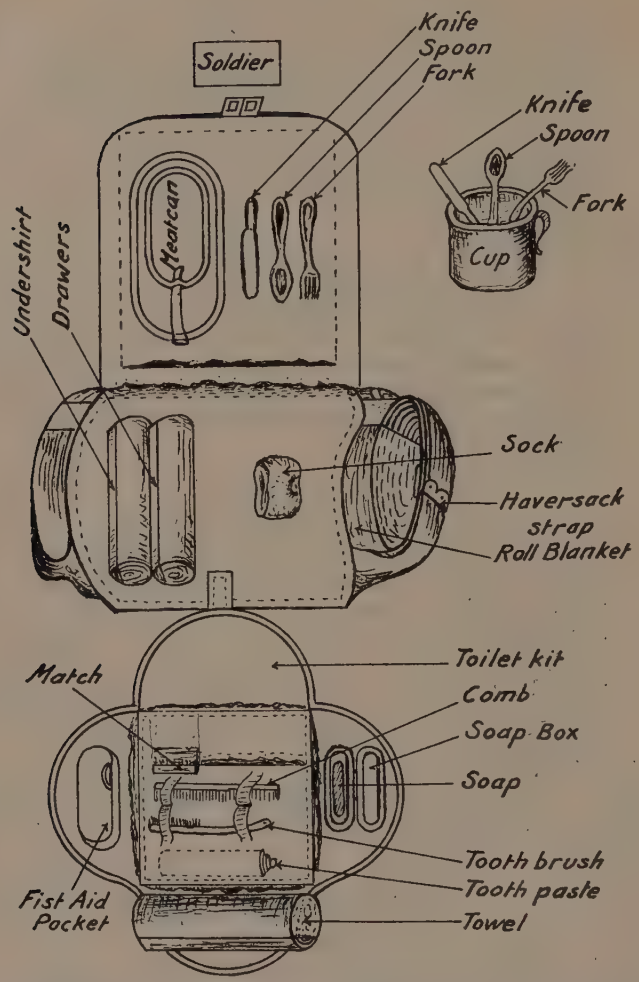
(1) A convenient way is to begin at the butt and work toward the muzzle, noting the following: Butt plate, butt swivel, trigger guard, floor plate, sling, magazine opening, functioning of bolt, receiver, rear sight, lower band and swivel, upper band, stacking swivel, bayonet stud, front sight, muzzle, bore, and stock.

(2) All of these items must conform to the highest standards of cleanliness, completeness, and serviceability. For instance, the rifle is not clean if there is dust under the sling at the butt swivel and caked grease in the screw heads of the floor plate; it is not complete if the stacking swivel is missing; it is not serviceable if the rear-sight is so loose as to prohibit nice adjustments for windage and elevation.

(3) The wooded stock of the rifle must be smooth and not marred by scratches and dents; the metal parts wiped clean; the bore free from rust, dust and fouling; the leather sling soft, pliable, and polished.

(*h*) Officers and men armed with the pistol or revolver execute Inspection Pistol by drawing the pistol or revolver from the holster with the right hand and raising the hand as high as and six inches in front of the right shoulder. The barrel is to the rear and inclined to the front at an angle of 30 degrees. The stock is held by the thumb and last three fingers, the forefinger being extended outside the trigger guard. The magazine of the pistol is withdrawn, the chamber opened, and the withdrawn magazine held in the left hand at the height of the belt. The cylinder of the revolver is exposed to the left. After the pistol or revolver has been inspected, it is returned to the soldier, who closes the chamber of the pistol, squeezes the trigger, inserts the magazines and returns the pistol to the holster.

(*i*) The Inspecting Officer directs the Company Commander to give the necessary commands for fixing bayonets. The Inspecting Officer directs each man in turn to unfix bayonet. The soldier removes the bayonet from the rifle and holds it diagonally across the body with the right hand, tip of the bayonet to the left. The Inspecting Officer takes the bayonet and examines the blade, guard, pommel, grip, and undercut groove for general cleanliness and lubrication.



Arrangement showing the display of accounterment at inspection in line. Companies without the new issue cups will continue to display the old tin cups, knives, forks and spoons as illustrated but placed beside the meat can.

(*j*) In addition to examining the weapons, the Inspecting Officer observes each man carefully. It is a good plan to begin at the feet and work upward, with the following standards as a guide; shoes serviceable and polished; leggins neatly rolled and not frayed; breeches and coat or shirt ironed, neat and clean; cartridge-belt clean and properly adjusted; all pockets buttoned; collar ornaments properly worn; face clean and shaven; hair neatly trimmed; hat squarely on head, neatly blocked; hat cord neat, clean and sewed to hat.

(*k*) Finally the Company Commander forms a general estimate based on all the foregoing factors. For a model soldier, this should include such terms as neat, clean, alert, intelligent, erect, sturdy, dependable and efficient.

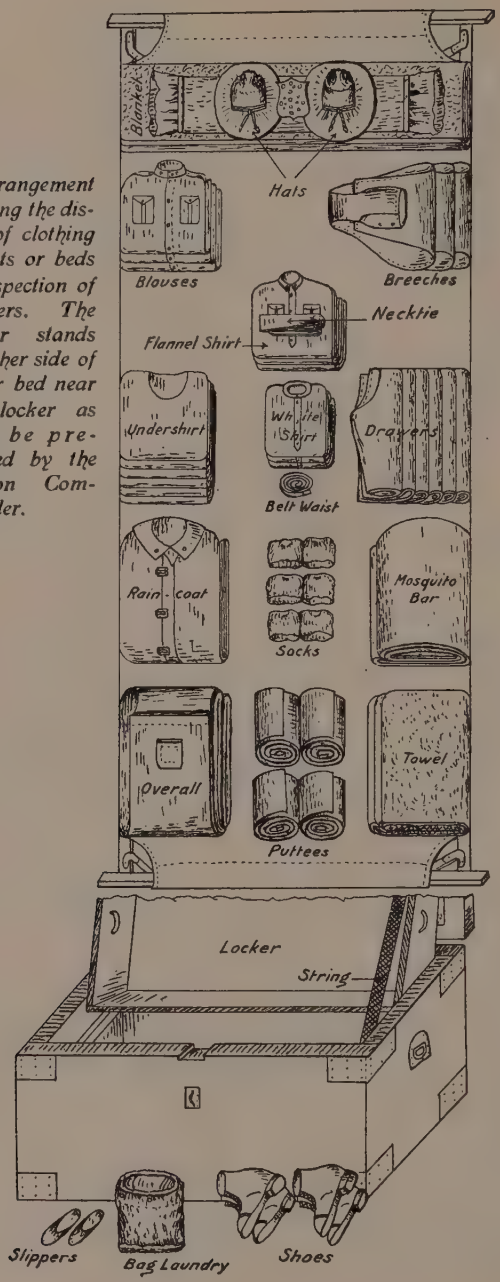
(*l*) **Inspection of Packs.**—If the Company Inspection is to include an examination of the contents of the haversacks while in ranks, the Company Commander, after the inspection of arms has been completed, cause the company to stack arms, to march backward eight half steps in rear of the stacks and then open ranks. In opening ranks for the purpose of examining the contents of the packs, the file closers march backward six steps instead of four. If the blankets are to be spread, the Company Commander causes the company to take interval, as described in (T. R. No. 420–50). The Company Commander then commands:

(1) *Unsling,* (2) *Packs.* At the command Packs each man slips his haversack strap from his shoulders and places his pack on the ground at his feet, blanket roll to the front, bottom of haversack four inches from and in front of the toes, strap extended around the blanket roll. The Company Commander verifies the alignment of the packs. The canteen will remain in place attached to the belt or suspended with strap from the left shoulder. The men then resume the position of the soldier.

(1) *Open,* (2) *Packs.* At the command Packs the soldier takes a half step with the left foot, opens pack and turns the flap over the blanket roll. The contents of the haversack will be displayed as shown in the illustration on page 278. After opening packs the soldier resumes the position of attention.

(1) *Close,* (2) *Packs.* At the command Packs each man replaces the articles exposed for inspection, closes his haversack, fastens the flap, and resumes the position of attention.

(1) *Sling,* (2) *Packs.* At the first command each man places his hat on the ground to the right of the pack, raises the pack, flap to the rear, and passes the strap over the head, across the back and under the armpits, the body being erect or inclined slightly forward. At the command PACKS the pack is slung over the head to its proper position on the back, hat put on, and "attention" resumed.



Arrangement showing the display of clothing on cots or beds at inspection of quarters. The soldier stands on either side of cot or bed near the locker as may be prescribed by the Station Commander.

(*m*) The Company Commander then causes the company to close ranks, move forward and take arms.

(*n*) Shoes and extra clothing when ordered for any special occasion will be placed in the blanket roll or under the flap of the haversack.

(*o*) The inspection of quarters should be as thorough and as methodical as the inspection in ranks:

(1) The uniformity required in the arrangement of beds, cots, mosquito bars, lockers, and other authorized equipment will be exacted by all Inspectors.

(2) The clothings, hats, shoes, and other articles of uniforms will be arranged according to the plate on page 280.

Article XXIV.—PATROLS AND ESCORTS

PATROLS AND THEIR OBJECT

906. Provincial Commanders will divide their provinces into sections so as to equalize the work among the different stations, and each Company or Detachment Commander will have the territory assigned to his station thoroughly patrolled by day and night and as frequently as the strength of his command will permit. Company and Detachment Commanders will command patrols themselves sufficiently often to insure that they keep themselves familiar with local customs and conditions in their respective districts.

907. The object of patrolling is to keep in touch with the people, to prevent and detect crime, to enforce the laws and to obtain informations as to general conditions. To attain this object, members of patrols will be instructed to make individual observation as the country is traversed and to freely converse with the inhabitants of the barrios concerning local affairs. Where a patrol is not in active pursuit of ladrones it is better not to traverse the country rapidly, but to spend some hours in each barrio of importance and one or more nights in important towns. Only by meeting a number of people in this way is it usually practicable to get sufficient information.

908. On the appearance of a hostile or armed band, all other work must be subordinated to its pursuit, which must be unrelenting and continuous until its capture, surrender, or destruction be effected.

(*a*) In attacking *ladron* camps it is essential to know the location thoroughly. Persons who have been captured from among the *ladrones*, or persons who have been members of or working with the band may be employed advantageously as guides for the attack.

(*b*) When a *ladron* camp is located, there must be no hesitancy in attacking it vigorously. The best time for the attack is at or before daybreak and during rainy weather.

(*c*) *Ladrones* are loath to leave their own province or locality; experience shows they seldom, if ever, do so to remain any length of time.

(*d*) The rainy season, while hard on troops actively employed, is the time in which work has best chances of success, as *ladrones* are then more likely to seek repose and shelter.

(*e*) Unless *ladrones* have lived in the mountains a sufficient time to cultivate crops, they get little or no food there except such as may be supplied them from adjacent towns.

909. Except in cases of urgent necessity, officers will not go beyond the jurisdiction of their stations or provinces without first obtaining permission from proper authority, and all such journeys or trips will be immediately reported to the Adjutant through channels.

910. The most authentic information concerning conditions in a locality may be obtained from the people themselves. Officers who win the confidence and respect of the people, and who are known by them to scrupulously regard the principles laid down in these regulations usually have little difficulty in getting correct information.

911. In dealing with outlawry or fanaticism the most authentic and detailed information, and the most effective results can be obtained from the people themselves. This is especially true when officers or agents have familiarized themselves with the locality and the customs and traditions of its inhabitants.

912. Men most useful for scouting are those having a greater power of observation than the ordinary man; such men should be selected and trained to develop their greatest use for field service.

913. In determining the size of a patrol, officers will take into consideration its object and the various circumstances under which that object is to be accomplished. In tranquil regions and for ordinary patrol duty from three to five men may be sufficient, but in hostile or disturbed territories, or where an encounter with some organized *ladron* band may be expected, the size of a patrol must be strong enough to destroy the opponent it is likely to meet. The sending

out of armed men singly on patrol or as escort, is strictly forbidden.

914. Patrols will be inspected by the officer in charge of the station upon their departure and return. Sick or physically unfit men will be left behind; arms should be in good condition and the required amount of ammunition on hand; rations or ration funds should be verified; every man should be supplied with quinine and a first-aid package to be carried in haversack; shoes should be in good condition for marching; blanket and mosquito bar should be carried; and if the patrol is to last several days a change of underclothing should be carried by each man. Provision must be made for keeping matches dry in the rainy season.

INSTRUCTIONS TO AND CONDUCT OF PATROLS

915. Instructions given patrols are (*a*) **general** and (*b*) **special.** The former are those applicable to all patrols and should be taught in the school; the latter depending upon the particular object to be attained, must be given with due care on the departure of the patrol, repeated by the noncommissioned officer in charge to show that they are understood.

916. Members of a patrol should guard themselves carefully from giving out information concerning their route or purpose.

917. Officers in command of patrols will not separate themselves from their commands or leave detachments in command of noncommissioned officers. On marches and expeditions, officers will march with their commands; they will not usually be mounted unless the men be mounted.

918. Night patrols will be successful in apprehending criminals only when the greatest care is exercised in the matter of silence; lighting of matches, smoking, making noises with equipment, etc., should be avoided.

919. Information can often be obtained by members of the patrol at places where people in a locality habitually gather, such as the public markets, railroad stations, landing places, restaurants, etc.; frequently the names, asso-

ciates, relatives and places of residence of persons wanted can be discovered thereat.

920. Important rules relating to patrols employed in purely military operations are prescribed in Training Regulations.

921. Patrols going out for a number of days are authorized to employ a limited number of cargadores to carry rations. Patrols going out for two or three days will not ordinarily employ cargadores. Where the country is exceedingly rough and there are no trails, the employment of cargadores may at times be necessary even for short journeys.

922. Constant vigilance will be exercised by Provincial and Station or Detachment Commanders to see that patrols are supplied with rations either in cash or in kind, according to the circumstances, in ample amount to subsist them during their absence from their station and that no food or property is taken under the guise of loans, presents, or otherwise, without just and immediate payment.

PRECAUTIONS

923. Enlisted men will constantly be instructed to take all necessary precautions for their own protection against surprise while on patrol, or while doing escort duty. Eating all at the same time with their arms out of their reach in an isolated place, or among persons of doubtful character, constitutes a danger and should be avoided.

924. In disturbed districts a number of patrols may be in the field at the same time. Extreme care must be taken to prevent mistakes in firing upon each other.

925 (*a*) Patrols should often make use of some ruse such as starting in one direction and afterward doubling on their trail for the safety of the patrol, or arriving in a village or town during the quiet of night for the purpose of observation and protection of the inhabitants thereof.

(*b*) Criminals usually perform their deeds and travel by night; therefore, the watching of well-known fords, trails, and crossings by night is important.

(*c*) Not only roads and trails but also rivers and swamps will be patrolled, the latter usually in bancas.

(*d*) Patrols will usually return by a different route from the one taken in going out.

926. In districts where conditions affecting law and order are abnormal, an officer should accompany the more important patrols; and an experienced noncommissioned officer should accompany other patrols. Great care must at all times be taken to avoid giving residents of localities through which patrols pass any justification for complaint against members of the Corps.

927. Officers and enlisted men embarking in small boats will lash rifles, revolvers, and heavy equipment to the boats to prevent loss in case of capsizing.

VARIED DUTIES OF PATROLS

928. Patrols will render assistance to persons they may encounter in an unfortunate condition as the result of accident or injury, or to persons who may be lost; also in extinguishing fires occurring in any locality in which they may be.

929. Should a patrol receive news of the commission of a crime in the vicinity, the regular schedule will be disregarded and the detachment will go to the scene of the crime for the purpose of capturing the criminal and collecting evidence.

930. Carabaos or other animals picked up as estrays or recovered from thieves will be taken to the treasurer of the municipality in which found, unless the owner be known to be at hand.

931. Patrols encountering unknown persons with firearms will make courteous request of the holder to exhibit the arm and his license, the number on both of which and the name of the holder will be reported on their return.

ESCORTS

932. Provincial Commanders or Station Commanders called upon to furnish escorts for field parties from other Bureaus of the Insular Government proceeding into un-

known or dangerous territory will, when force is available, furnish suitable escort as requested. When no force is available, the request will be reported by wire to the next higher Constabulary authority and instructions requested.

933. The Constabulary may legally be called upon to furnish an escort for the protection of an officer of a court who is serving a civil process or a subpœna. (See par. 1276–b.)

934. Upon the written request by a Provincial Governor or a Municipal President, the Provincial or Station Commander will furnish such escort or guard as may be necessary for the protection of public officials in the discharge of their duties.

935. If an escort be furnished under an officer he will be responsible for the control of his men, and for the protection of the whole party in camp or on the march. Except where inconsistent with responsibility for the protection of the party, he will conform to the wishes of the leader of the party being escorted, as to length of marches, time of starting, stops, etc.

936. Escorts sent under command of a noncommissioned officer will be given their instructions in the presence of the chief of the escorted party, and the extent of his authority over them will be clearly defined. At the discretion of the officer sending the escort, the noncommissioned officer may be directed to take non-tactical orders from the chief of the party, who will then become responsible for the result of such orders. The tactical consideration and military circumstances surrounding each case will always remain under the control of the escort.

Article XXV.—ORDERS

GENERAL RULES

937. All orders should be of uniform size, issued on letter-size paper, with at least one inch margin on the left-hand side. Printed orders from Constabulary Headquarters may be issued on half-letter-size paper.

The following form is prescribed:

PHILIPPINE CONSTABULARY
OFFICE OF THE PROVINCIAL COMMANDER
PANGASINAN

LINGAYEN, *January 13, 1921*

ORDERS No. 1.

I. In compliance with telegraphic instruction from the Chief, dated Manila, January 2, 1921, First Lieutenant A. W. Reyes, 15th Company, Philippine Constabulary, now on detached service in this province, will proceed with his detachment of twenty men by first available transportation to Malolos, Province of Bulacan, where upon arrival he will report to the Provincial Commander for duty. The travel directed is necessary in the public service.

(Sgd.) JOHN SMITH
Provincial Commander

938. An order will state the **source** from which it emanates, its **number, date, place of issue,** and the **authority** under which issued. All orders issued on the same date must be given the same serial number, but will be given separate paragraphs.

939. No order will be published by any office other than those prescribed in these regulations, and no order will direct travel beyond the limits of the jurisdiction of the officer issuing it, except as provided for in paragraphs 944, 949, 953–c.

940. Orders involving travel on official business must state that "*The travel directed is necessary in the public*

service." These orders must be issued before the journey, or as soon as practicable thereafter. It is not necessary to state that a specified official will furnish transportation; the travel clause covers the case.

941. Copies of all orders emanating from an office will be filed in that office, as well as copies of orders received from higher authority. They will be filed serially, preserved, and turned over to the successors.

942. Orders and instructions, other than General or Special Orders published by Headquarters or District Headquarters, either written or oral, received direct from an authority higher than the immediate superior will be communicated by the officer receiving them to his immediate superior without delay, whether he has reason to believe such superior will receive the information from another source or not.

943. General orders, special orders, orders, bulletins and circulars are numbered in separate series, each beginning with the calendar year or at the time of the establishment of the issuing office. There will be noted on the first order or bulletin of the year the last number of similar orders or bulletins of the preceding year.

944. Orders for the travel of officers or men in compliance with instructions from Headquarters, Manila, will read: "*In compliance with* (*telegraphic*) *instructions from the Chief of Constabulary dated* ....." *etc.* Such orders do not require confirmation.

945. Orders for enlisted men to proceed to Manila on a specific duty requiring them to remain twenty-four hours or more in the city will contain the clause "*Upon the completion of this duty they* (*or he*) *will report to the Commanding Officer, Manila Garrison, for return transportation.*" Such orders need not be confirmed by the Chief or by the District Commander concerned. The men will be returned to their station by first transportation.

HEADQUARTERS ORDERS—BY THE CHIEF

946 (*a*) The orders of the Chief are denominated **General** or **Special** orders according to character.

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(*b*) **General Orders** publish matters of importance or historical interest to the Constabulary as a whole, such as regulations for the discipline and administration of the Corps, citations, and censures or orders of removal of officers for cause.

(*c*) **Special Orders** are such as concern individuals or relate to matters that need not be made generally known. Special Orders are furnished to officers and individuals whom they affect; they will be sent in complete series only to the Heads of Division at Headquarters or Districts.

947. Bulletins publish decisions, opinions, interpretations, statistical or explanatory matter, and such information as is not included in general or special orders.

948. General Orders eulogizing the conduct of living members of the Constabulary will not ordinarily be issued, except in recognition of conspicuous gallantry in action, saving life at personal risk, or the performance of extraordinarily, hazardous or momentous public service.

DISTRICT COMMANDER—SPECIAL ORDERS

949. The District Commander will issue the following orders for his District **subject to confirmation by the Chief:**

(1) Transportation out of the District;
(2) Summary Court in the District;
(3) Appointment of noncommissioned officers of the line including permanent appointments of lance corporals;
(4) Discharge of enlisted men (line);
(5) Transfer of officers and enlisted men.

950. Four copies of all orders issued by a District Commander when subject to confirmation by the Chief will be forwarded to the Adjutant. The confirmation of the Chief will be placed on the face of the order, after which one copy will be returned to the officer issuing it for file, one copy forwarded to the Insular Auditor, one to the Quartermaster, and the other copy retained by the Adjutant.

951. Orders covering travel of officers and enlisted men within the District will be issued by the District Commander without need of confirmation by the Chief.

952. All other matters generally affecting the District and relating to administration, organization, training or discipline which are not covered by regulations will be issued in the form of **Circulars.**

PROVINCIAL COMMANDER'S ORDERS

953 (*a*) Orders issued by Provincial Commanders or Company Commanders are simply designated as **"Orders"** and are numbered in like manner as stated above.

(*b*) Provincial Commanders and others authorized to issue orders directing travel of prisoners to Manila are forbidden to detail officers as escorts for such prisoners without first obtaining the authority of the Chief.

(*c*) Provincial Commanders are authorized to issue oral or written orders to cover travel within their respective provinces for all officers (including himself) and for enlisted men in his jurisdiction. Oral orders so issued will be confirmed by written orders as soon as practicable. If the travel extends beyond the province, the order will be made *"subject to the confirmation by the District Commander."* Except when sending prisoners under guard, Provincial Commanders will not issue orders to cover travel extending beyond the District.

(*d*) Four copies of all orders issued by Provincial Commanders if *"subject to confirmation by the District Commander,"* will be forwarded to the District Adjutant. The confirmation of the District Comander will be placed on the face of the order, after which one copy will be returned to the officer issuing it, one filed at District Headquarters, and two copies forwarded to the Adjutant, one of these to be filed by him and the other forwarded to the Insular Auditor.

(*e*) Provincial Commanders will not issue orders containing instructions of a general nature, nor will they repeat instructions embodied in orders from higher authority. They will limit the publication of orders to the minimum necessary for the proper administration of their commands. Orders will not be issued when oral instructions or a memorandum will suffice.

954. Inspectors are not authorized to issue orders. They convey instructions by letter or telegram. Provincial or Company Commanders concerned put these into effect by verbal or written orders. Provincial Commanders' orders for travel beyond his province, when directed by the District Commander, will read: *"Pursuant to instructions from the District Commander."*

955. All officers are particularly enjoined to use care in giving orders to enlisted men; they will see that orders affecting them are fully understood and that translated copies are made when necessary. The enlisted man is prone to say he understands instructions, when in reality he does not, for fear of incurring the displeasure of his superiors. When oral orders or instructions are given to an enlisted man he should be required to repeat them.

Article XXVI.—OFFICIAL CORRESPONDENCE AND COMMUNICATIONS

FORMS

956. Official correspondence will conform to the following requirements and specifications:

(*a*) An official letter should refer to one subject only.

(*b*) Letter-size paper, single sheet, will habitually be used in formal official communications. One side of the paper only will be written on. Memoranda of a less formal nature may be written in the form ordinarily adopted for telegrams or postal cards, especially between different offices in the same building or station, in order to save time, stationery, and postage.

(*c*) On all communications there will be a margin of one inch on the left side, one-half inch on the right side, and at least one-half inch at the bottom of the sheet.

(*d*) Letter paper will be folded in three equal folds parallel with the writing, the inner fold being the bottom. The back of the first fold of the last page will be used exclusively for office marks.

(*e*) The use of wrappers should ordinarily be avoided.

(*f*) The file number of all communications originating in the Constabulary will be placed in the upper left-hand corner on the face of the communication.

957. In official correspondence between individual officers, or between officers and members of other branches of the public service, the language and tone of communications will be courteous, and free from personalities. This rule applies particularly to matters involving questions of jurisdiction, or conflicts of authority or judgment. Differences which are beyond mutual adjustment should be referred to higher authority.

958. The following styles of letter headings and letter forms are prescribed:

(*a*) **Letters within the organization.**

THE GOVERNMENT OF THE PHILIPPINE ISLANDS
DEPARTMENT OF THE INTERIOR
HEADQUARTERS PHILIPPINE CONSTABULARY
MANILA

JANUARY 15, 1928.

To: Provincial Commander, Albay.
Subject: Annual Target Practice.

1. .....

.....

(Signed) T. W. MOORE
Adjutant, P. C.

THE GOVERNMENT OF THE PHILIPPINE ISLANDS
DEPARTMENT OF THE INTERIOR
PHILIPPINE CONSTABULARY
OFFICE OF THE DISTRICT COMMANDER
CEBU, CEBU

JANUARY 31, 1928.

To: Adjutant, P. C.
Subject: Transfer of Lieut. Jose de la Cruz.

1. .....

.....

(Signed) G. FRANCISCO
Colonel, P. C.

THE GOVERNMENT OF THE PHILIPPINE ISLANDS
DEPARTMENT OF THE INTERIOR
PHILIPPINE CONSTABULARY
OFFICE OF THE PROVINCIAL COMMANDER
MALOLOS, BULACAN

OCTOBER 31, 1928.

To: Adjutant, P. C.
Subject: Efficiency of Municipal Police.

1. .....

.....

(Signed) P. CASTAÑEDA
Captain, P. C.

THE GOVERNMENT OF THE PHILIPPINE ISLANDS
DEPARTMENT OF THE INTERIOR
PHILIPPINE CONSTABULARY
FIRST COMPANY, BANGUED, ABRA

OCTOBER 31, 1928.

To: Adjutant, P. C.
Subject: Arrest of .....

1. .....

.....

(Signed) J. DE LA CRUZ
Lieutenant, P. C.
Company Commander

THE GOVERNMENT OF THE PHILIPPINE ISLANDS
DEPARTMENT OF THE INTERIOR
PHILIPPINE CONSTABULARY
CEBU, CEBU

OCTOBER 31, 1928.

To: Adjutant, P. C.
Subject: Vacation leave.
1. .....

.....

(Signed) J. W. SMITH
Captain, P. C.

(*b*) Official letter for outside the organization.

THE GOVERNMENT OF THE PHILIPPINE ISLANDS
DEPARTMENT OF THE INTERIOR
PHILIPPINE CONSTABULARY
OFFICE OF THE PROVINCIAL COMMANDER
IMUS, CAVITE

OCTOBER 31, 1928.

The Municipal President,
Bacoor, Cavite, P. I.

SIR: I have the honor, etc., ...

.....

Very respectfully,
(Signed) VALENTIN JUAN
Captain, P. C.
Provincial Commander.

(*c*) Indorsement within the organization.

1ST INDORSEMENT

HQ. PHIL. CONSTABULARY, Manila, Jan. 26, 1928.
To: Provincial Commander, Cavite.
1. Approved.

(Signed) J. W. MOORE
Major, P. C.
Adjutant.

(*d*) Indorsement outside of the organization.

1ST INDORSEMENT

OFFICE OF THE PROVINCIAL COMMANDER, Malolos, Bulacan, Nov. 2, 1928.
Respectfully returned to, etc. .....

.....

(Signed) JOSE B. CARDENAS
Captain, P. C.
Provincial Commander.

959. When a communication to superior authority requires action or decision it should be accompanied by such number of carbon copies as may be indicated by the number of offices through which it must pass before reaching the office of final destination. Such communication from a Company Commander to the Adjutant, P. C., would require one copy for the Provincial Commander, one for the District Commander, and one for file. It should therefore be written in quadruplicate.

960 (*a*) Communications containing information for the Chief and which pertain to matters requiring official record will be directed, in the prescribed form, to the Adjutant. Communications for a District Commander will be similarly directed to the District Adjutant.

(*b*) Assistant Chiefs or District Commanders may address communications of a confidential nature to the Chief, by name, when in their judgment the best interests of the service so demand.

961. An officer will not be designated in orders nor addressed in official communications by any title other than that of his actual rank, office, or designation of command.

SUBJECT OF CORRESPONDENCE

962. Letters of transmittal will be used only when necessary, and when used will refer only to the subject matter. **Enlistment papers, returns, estimates, requisitions, or periodical reports do not require letters of transmittal.**

963. All Inspecting Officers should scrutinize company and detachment correspondence with a view to discouraging waste of time, stationery, and postage on unnecessary communications.

964 (*a*) While it is desired that reports and other communications contain all essential details they must be as brief and concise as possible. Verbosity and useless repetitions must be avoided.

(*b*) Communications sent from Headquarters to Provincial Commanders for investigation and report will in turn be sent to Station Commanders for the required in-

formation. Such investigation will habitually be made by the Station Commander himself, or by a junior officer under his immediate direction and supervision. Noncommissioned officers or other enlisted men may of course be employed in collecting information concerning an investigation, but responsibility for the authenticity and accuracy of statements embodied in the report will rest with the officer who signs it.

965. Persons mentioned in official communications of all kinds will be identified by showing their Christian or first names or initials; for example: *Private Pedro Garcia,* not Private Garcia; *1st Lieut. John W. Smith,* not Lieut. Smith; *Mr. Antonio Gomez,* not Mr. Gomez.

966. Communications between an officer and the Quartermaster which do not involve questions of administrative responsibility within the supervision of superior officers nor affect the official interests of individuals, but which relate exclusively to the routine business in the Quartermaster Division may pass direct. All other communications between officers and the Quartermaster will pass through the Adjutant.

CONFIDENTIAL MATTER

967. Confidential communications should be enclosed in a sealed envelope marked **CONFIDENTIAL,** properly addressed, and, if of special importance, be sent by registered mail. Such correspondence will not be opened by any other than the officer to whom it is addressed.

968 (*a*) Confidential matters are not intended for the information of the general public, and officers are forbidden to circulate copies of such documents through unauthorized channels.

(*b*) Official communications containing matter of a confidential or quasiconfidential nature, such as the result of an investigation, opinions as to a person's qualifications to possess firearms, etc., must not be indorsed or otherwise transmitted to private individuals. Where it becomes necessary to advise a private person of the contents, or a

portion of the contents of official communications, a separate letter should be written and care taken to avoid mention of any confidential or purely official matter.

(*c*) As a general rule, official papers must not be forwarded to private persons for action or comment. This rule does not, of course, apply to letters directed to private individuals through official channels.

969. When it is necessary to send reports of epidemic diseases such as cholera, smallpox, etc. by telegram, the message should be in code and treated as confidential. The import of such messages will not be disclosed to the Press except by authority of the Chief or the District Commander.

REPLY, INDORSEMENT AND INCLOSURES

970. When replying or referring to communications originating in or passing through Constabulary Headquarters, officers will be careful to specify the particular subject about which they are writing, indicating the dates and file numbers of relevant correspondence.

971. Communications received by an officer, which require action or reply, will be given prompt attention. Unnecessary delay by officers in dealing with correspondence, as well as other unpunctualities or delinquencies, will be noted against their records. Frequent calls for delayed replies to communications will result in censure or other disciplinary action for the officer concerned.

972. Communications transmitted for action or decision by the Chief will be indorsed by each intermediate authority with a definite recommendation or expression of opinion.

973 (*a*) If it is apparent from the content of a communication that its return by indorsement is not expected, it should be answered by letter and then filed.

(*b*) Wherever the number of an indorsement, a date, or a file number could assist in the identification of a communication or of subject matter, such data will invariably be indicated. This rule is general and applies to communications of every description.

974. An indorsement should be begun, if there be space, on the same sheet, one-half inch below the original communication or the last preceding indorsement. If there be no space, it should be written on a separate sheet of the same size as the original communication.

975. Communications or documents should ordinarily be referred to subordinates by initialed notation unless additional instructions or explanations by regular indorsement are indicated.

976. Communications, whether from a subordinate to a superior or viceversa, will pass through regular channels. This rule will not be interpreted as including matters in relation to which immediate Commanders need not have cognizance, and over which they are not expected to exercise control. Oral communications will be made under the same principle. Communications concerning applications, licenses, and permits for firearms, explosives, or hunting need not pass through the office of the District Commander. They will be sent direct to the Adjutant, P. C., Manila.

977. Communications will indicate the first authority through whom they are to pass, as **"Through the Company Commander."** The phrase *"Through Channels"* will not be used.

978. Communications will ordinarily be answered through the same channels as received; but a communication referred by superior authority direct to an officer in order to save time should be returned through channels unless instructions to the contrary are given.

979 (*a*) All inclosures will be numbered, and will be given the appropriate office marks. Inclosures to an original communication are noted on the face of the letter, below and to the left of the signature. If others are added with successive indorsements, their numbers will be noted at the foot of the indorsement to which they pertain. Inclosures with indorsements are numbered in the same series as those of the original document but the number of the indorsement to which each belongs is shown below. If inclosures are few and not bulky they may be attached to the

original document; otherwise they should be folded together in a wrapper marked **INCLOSURES.**

(*b*) Officers through whose hands official papers pass will see that inclosures are adequately secure.

SIGNATURES

980 (*a*) On communications whose destination is without the Constabulary the rank and official designation should follow the name of the officer who signs. On communications whose destination is within the Corps the official designation, if shown at the beginning, will not be repeated after the signature. But in the case of indorsements both rank and official designation will follow the signature.

(*b*) The signatures of officers to official papers of all kinds should be as nearly as possible identical with the signatures filed with the Civil Service authorities at the time of entering the Corps.

(*c*) To insure the identification and recording of signatures to official papers the name of the officer to sign a communication will be typed just below the space intended for the signature.

(*d*) The signature on a property voucher will invariably be that of the accountable officer. No other officer can sign **"for"** or **"in the absence of"** where accountability is involved; and a signature will be followed by the designation of command if the property is used by an organization.

981 (*a*) A Provincial Commander will not designate another officer to sign communications for him or by his direction. In his absence, the officer in charge of his office will sign **"In absence of Provincial Commander,"** i. e.:

M. P. BLARDONY
1st Lieut., P. C., 60th Company
In absence of Provincial Commander

(*b*) A subordinate, when acting in the absence of a superior, should not indorse communications to himself in his subordinate capacity. The above form of signature is sufficient to explain that an officer is acting in the dual capacity of Company Commander, and for the Provincial Commander in the latter's absence.

(*c*) Routine matters should not be referred by indorsement to officers or others in the same building, or even in the same station, when the obvious purpose can be as well served verbally.

982 (*a*) Orders, vouchers, and all official communications will be signed or authenticated with the pen and not by facsimile. Signatures will be plainly and legibly written.

(*b*) Official communications or other documents issued by order of superior authority, but signed by a subordinate, will show the authority by name or office or both.

THE USE OF TELEGRAPH AND TELEPHONE

983 (*a*) The telegraph will be used only in cases of necessity, and for reporting important events which, if delayed by mail, might be prejudicial to the public interest or prevent higher authority from being promptly informed of important matters. Telegraphic messages will be as brief as possible without sacrificing clearness. All essential information as to facts, places, dates, etc. should be indicated.

(*b*) The following are considered important matters:

(1) A severe earthquake, typhoon, or conflagration involving loss of life or considerable property;
(2) Serious outlawry, rioting, mutiny, or organized disorder;
(3) A serious catastrophe at sea;
(4) A military engagement;
(5) The death of an important public official, etc.

(*c*) In transmitting confidential matters by cable or telegraph use the Telegraphic Code Book of the Philippine Constabulary.

984. Should an officer receive a telegram direct from the Governor-General, a member of his Staff, or from the Secretary of the Interior, he will reply direct to the sender (if a reply seems to be indicated). In other cases replies will be sent to the Adjutant.

985. The dispatch of identical messages to two or more officers in the same station is forbidden. Where the contents of a message concern several individuals each will be informed thereof, and if necessary furnished a copy.

986 (*a*) Telegrams should be addressed **"Governor-General Manila"** not "The Governor-General Manila"; **"Chief Constabulary Manila"**, not "The Chief of the Philippine Constabulary Manila," etc.

(*b*) Sentences should be short, and terminated by the word **"period"** unless the break can be obviously inferred.

(*c*) Quoted passages should be introduced and terminated by the words **"Quote"** and **"Unquoted"** (not "end quote") respectively.

(*d*) Telegrams should be abbreviated as much as possibly compatible with intelligibility. They must not however be cut down to the extent of making them obscure. By following a consistent method of abbreviation from 30 to 40 per cent of words may ordinarily be omitted. Telegrams should be first written out in full, then the superfluous words deleted, and then read over to see that the meaning is clear. Official titles of well known persons should ordinarily be omitted where there is no danger of confusion.

(*e*) In addition to omitting little words like "*of*", "*the*", etc., abbreviations such as follows may be used:

Importanter	more important
Importantest	most important
Mindanao	Mindanao—Sulu
Attentioned	called attention to
Oncarried	carried on
unbelieved	It is not believed
Unreason suppose	There is no reason to suppose
Excebu	From Cebu
Cebuward	To Cebu
Exmanila	From Manila
Manilaward	To Manila
Upsumming	Summing up
Smorning	This morning
Yesternoon	Yesterday at noon

EXAMPLES

CHIEF CONSTABULARY
Manila

Williams detachment attacked cotta Saraya yestereve Saraya three followers killed four wounded six captured Constabulary uncasualties Mailing details.

STEVENS (*22 words*)

FULL TEXT

THE CHIEF OF CONSTABULARY
Manila

Lieut S. M. Williams and detachment attacked the cotta of Sultan Sa Raya yesterday evening. Sultan Sa Raya and three followers were killed, four wounded and six captured. The Constabulary suffered no casualties. Am mailing details.

STEVENS (*42 words*)

PROVINCIAL COMMANDER
Bacolod

Uptake firearms all persons implicated strike disorders warn labor leaders against conniving encouraging violations law order.

SWEET (*20 words*)

FULL TEXT

THE PROVINCIAL COMMANDER OF CONSTABULARY
Bacolod

Take up the firearms of all persons who are (or may be) implicated in the strike disorders and warn the labor leaders against conniving with or encouraging violations of law and order.

SWEET (*36 words*)

(*f*) When typing or writing telegrams for transmission all words should be in capitals, i. e.:

CHIEF CONSTABULARY
MANILA

RIOT RINGLEADERS ARRESTED ORDER RESTORED LABORERS RETURNED WORK YESTERNOON PERIOD BOWERS LEAVING EXILOILO MANILAWARD ELEVENTH.
FRANCISCO

987. (*a*) Telegrams requesting leave or extension of leave of absence, inquiring as to whether leave has been granted, whether checks have been sent or vouchers received, asking permission to visit Manila or District or Provincial Headquarters, and all replies thereto, will be considered personal and will be charged against the person concerned.

(*b*) Official telegrams containing any personal matter will be treated as entirely personal and the cost will not be allowed in the audit of Disbursing Officers' accounts.

988. Copies of telegrams will not be mailed except in important matters where the sender deems it necessary to confirm the contents of the message.

989. Where telephoning is equally effective this method of communication will be used instead of the telegraph or mail.

THE USE OF ABBREVIATIONS

990. The use of abbreviations or their combinations will not be used in telegrams, official reports of engagements, important matters of record, or where ambiguity or misinterpretation might result therefrom. The following abbreviations are authorized to be used in guard reports, duty roster, sick report, morning report, pay roll, pay envelope, rosters, returns, other reports submitted in printed blank forms, and also in memorandum of a temporary nature:

A

Absent without leave	AWOL
Absent with leave	AWL
Acting	Actg
Account	Ac
Adjutant	Adj
Administrative Orders	Adm O
Afternoon	P M
Aide-de-camp	ADC
Allowance	Alwc
Ammunition	Am
Appointed	Aptd
Appointment	Apmt
Arrest	Ar
Artillery	Arty
Assigned	Asgd
Assignment	Asgmt
Assistant	Asst
Attached	Atchd
Authority or authorities	Auth
Authorized	Autzd

B

Barracks	Bks
Battalion	Bn
Brigadier General	Brig Gen
Bugler	Bglr
Bulletin	Bul

ABBREVIATIONS—continued

C

Caliber	Cal
Captain	Capt
Cavalry	Cav
Casual	Cas
Certificate	Cert
Chauffeur	Cfr
Character	Char
Chief of Constabulary	COC
Chief of Staff	C of S
Circular	Cir
Civil Authorities	C Auth
Clerk	Clk
Clothing	Clo
Colonel	Col
Color	Clr
Command	Comd
Commandant	Comdt
Commander	Comdr
Commanding	Comdg
Commanding General	CG
Commanding Officer	CO
Commutation	Comtn
Company	Co
Company Commander	C-C
Company Orders	Co O
Company Records	Co R
Constabulary Guard Regulation	CGR
Continued	Contd
Cook	Ck
Corporal	Corp
Credit	Cr
Current series	cs
Corporal of the Guard	C–G

D

December	Dec
Dental Surgeon	Dent S
Dental Corps	Dent C
Department	Dept
Deserted	Dstd
Detached or Detachment	Det
Detached Enlisted Men's List	DEML

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ABBREVIATIONS—continued

Detached Officers' List	DOL
Detached Service	DS
Detachment Commander	D-C
Disability	Disab
Disbursing Officer	DO
Discharge or Discharged	Disch
Discharge and Final Statement	D&FS
Disciplinary	Dis
Dishonorable Discharge	DD
Dismissed	Dismd
Distinguished Service Star	DSS
Distinguished Conduct Star	DCS
District	Dist
District Commander	DC
District Inspector	Dist I
Dropped	Drpd
Duty Roster	DR
Duty	D

E

Elevation	Ele
Engineer	Engr
Enlisted Men's School	EMS
Enlisted man or Men	EM
Enlisted Men's Mess	EMM
Enlistment	Enlmt
Equipment	Eqment
Expiration of Term of Service	ETS

F

February	Feb
Feet or foot	ft
Final Statement	FS
Finance	Fin
Finance Officer	FO
First class	1 cl
First Sergeant	1Sgt
Fort	Ft
Furlough	Fur

G

General	Gen
General Orders	GO
Government	Govt
Graduate	Grad
Guard Report	GR
Guard House	Gh

ABBREVIATIONS—continued

H

Headquarters Philippine Constabulary	HQPC
Headquarters District of Northern Luzon	Hq DNL
Headquarters District of Southern Luzon	Hq DSL
Headquarters District of Visayas	Hq DV
Headquarters District of Mindanao and Sulu	Hq DMS
Hospital	Hosp

I

Inch	in
Inclosure	Incl
Inclusive	Inc
Indorsement	Ind
Infantry	Inf
Inspector	Ir
Inspector General	IG
Intillegence Division	ID
Instructor	Instr
Inventory and Inspection Report	I & I Report

J

January	Jan
Judge Advocate	JA
Junior	Jr

K

Killed	Kd

L

Leave of absence	Lv
Letter	Ltr
Library	Ly
Lieutenant	Lt or Lieut
Lieutenant Colonel	Lt Col
Line of duty	LD

M

Machine Gun	MG
Major	Maj
Major General	Maj Gen
Manual for Courts-Martial	MCM
Mark	Mk
Marksman	Mm
Mechanic	Mec
Medal of Honor	MH
Medical	Med
Medical Division	MD
Morning	AM

ABBREVIATIONS—continued

Memorandum	Memo
Memorandum Receipt	M/R
Message	Msg
Military	Mil
Military Intelligence	MI
Military Police	MP
Millimeter	mm
Month	Mo
Months	Mos
Morning Report	MR
Motor Transport	MT
Mounted	Mtd
Musician	Mus
Municipal Police	Mun P

N

Narrative Report	NR
National Guard	NG
Noncommissioned Officer	NCO
Noncommissioned Officers Staff	NCOS
Not in line of duty	NLD
Number	No

O

Office	Off
Officer	Offr
Officers	Offrs
Officer in charge	OC
Officer of the Day	OD
Official Business	OB
Olive drab	od
Operation	Opn
Orders	O
Orderly	Orly
Ordnance	Ord
Organization	Orgn

P

Pack	Pk
Paid	Pd
Patrol	Pat
Paragraph	Par
Pay card	P/C
Pay roll	P/R
Philippine Constabulary Academy	PCA
Philippine Constabulary Regulations	PCR

ABBREVIATIONS—continued

Philippine Constabulary	PC
Philippine Islands	PI
Pistol	Ptol
Point	Pt
Post Exchange	P Ex
Pair	Pr
Private	Pvt
Professor	Prof
Province	Prov
Professor of Military Science and Tactics	PMS&T
Provincial Commander	P-C
Property	Prop

Q

Quarterly	Qrly
Quartermaster	QM
Quartermaster Division	QMD
Quarters	Qrs

R

Radio	Rad
Railroad	RR
Range	Rge
Rapid Fire	R-F
Received	Recd
Recruit	Rct
Reduce or Reduced	Rd
Reënlist	Reenl
Reënlistment	Reenlmt
Regimental	Regtl
Regular Supplies	RS
Relieved	Relvd
Replacement	Repl
Report of Survey	R/S
Requisition	Req
Reserve	Res
Resigned	Rsgd
Retired	Ret
Returns	Rtns
Revolver	Rev

S

School	Sch
Secret Service	Ss
Section	Sec

ABBREVIATIONS—continued

Senior	Sr
Sentinel	Snel
Sentenced	Sentd
Sergeant Major	SM
Sergeant	Sgt
Sergeant of the Guard	SG
Service Record	S/R
Sick	Sk
Slow Fire	S-F
Small Arms Firing Regulations	SAFR
Soldier	Sol
Special Duty	SD
Special Orders	SO
Special Orders Headquarters Philippine Constabulary	SO-HQPC
Special Troop	Sp Tr
Squad	Sqd
Stable	Stab
Staff Sergeant	SS
Statement of Charges	S/C
Station	Sta
Station Commander	S–C
Student Officer	Stud Off
Subsistence	Subs
Subsistence Officer	Subs Off
Summary Court	SC
Superintendent	Supt
Supply	Sup
Supplies	Sups
Surgeon	Surg

T

Target Practice	TP
Telegram	Tel
Telephone	Tele
Telegraph and Telephone	TT
Temporary	Temp
Temporary Duty	TD
Topographical	Top
Training	Tng
Training Regulations	TR
Transferred	Trfd
Traveling Expense Voucher	T/E/V
Transportation	T
Transportation Orders	TO
Trench Mortar	TM
Troop	Tr

ABBREVIATIONS—continued

U

Unassigned	Unasgd

V

Verbal Orders	VO
Volunteer	Vol
Voucher	Vou
Wind gauge	Wg
Windage	Wge

Y

Yard	Yd
Year	Yr

Article XXVII.—REPORTS AND RETURNS

GENERAL RULES

991. Unnecessary request for copies of reports and returns, or for information that can be extracted from those already rendered will be discouraged.

992. The confidential report by a subordinate to his superiors is a privileged communication when true or when made in good faith, and such subordinate will not be held liable to prosecution when not responsible for the publication of such report. But official agents of the Government, guilty of giving out to the public reports of a damaging character, will be held strictly accountable for their action. (See sec. 9, Act 277; and also the opinion and interpretation of Secretary of Justice approved by the Governor-General.)

993. The unauthorized distribution of copies of unpublished annual reports, special reports, recommendations, or communications affecting the Corps or its personnel is prohibited.

994. Copies of reports and other official documents or communications, when they emanate from Constabulary sources, will habitually be certified as **"True copies"** by a responsible officer. Enlisted men will not be authorized to certify or otherwise authenticate official documents (whether originals or copies) when an officer is available to do so. This principle will also be generally followed in attesting signatures, thumb marks, etc.

995. The authorized blank forms used in Constabulary administration, with the notes and direction thereon have the force and effect of regulations.

SPECIAL REPORTS

996. Every Provincial Commander will inspect the provincial jail once each month and will report upon its method

of administration, security, sanitary condition, etc., through the Adjutant to the Director of Prisons. The report will be prepared in quadruplicate—one for the addressee, one for Headquarters records, one for the Provincial Governor, and one retained for file. The following information will be noted under **"Remarks"**: Serious defects or abuses; period of confinement of each prisoner, showing whether awaiting trial, awaiting sentence, or awaiting transfer after conviction; minors or insane persons in confinement; any other information likely to be of use to the Governor-General in determining the merits of petitions for pardons. Minor defects should be corrected at the time of the inspection, and need not be remarked upon in the report.

997. Reports of inspection of provincial jails by Provincial Commanders should contain remarks under each heading descriptive of actual conditions at the time of the inspection. Notations such as **"See previous reports"** or **"See report of last month"** cause inconvenience and will not be accepted. Each report should be complete in itself. (Sec. 1730, Adm. Code.

998. Station Commanders will report in detail, promptly all cases of grave crimes committed in their jurisdictions.

999 (*a*) Special reports of extraordinary interest or unusual importance should be submitted direct to the Adjutant and copies furnished immediately to the District Commander concerned. The *Monthly Strength Report and Station List* (P. C. Form No. 7) and the *Quarterly Return* (P. C. Form No. 12 or 25) will be sent direct to the Adjutant (if No. 12 through the Provincial Commander concerned) one copy thereof being furnished to the District Commander.

(*b*) Unimportant and trivial communications need not be forwarded to the Adjutant simply because addressed to him. District Commanders will decide whether a communication is of sufficient importance to be forwarded.

1000. Reports of ordinary catastrophes or accidents, whether on railroads, at sea, in airplanes, in automobiles, or other conveyances, in mines or factories, etc. will be

promptly rendered by Provincial Commanders, through regular channels, to the Adjutant for transmittal to proper authority.

1001 (*a*) News of extraordinary events or developments should be promptly telegraphed to the Adjutant in sufficient detail to make the message intelligible by the first officer who becomes acquainted with the facts. Provincial Commanders or other responsible officers will, as soon as practicable, confirm such messages by mail and add such details as the situation may suggest.

(*b*) In all cases where a communication is dispatched by a subordinate officer directly to Headquarters, Manila, he will as soon as possible furnish his immediate superior with a certified copy thereof.

1002. A report similar to that required in case of the death of a Constabulary officer, will be rendered in case of the death of officials or employees of other Bureaus (not natives of the Philippines) detached from the central offices of their Bureaus. Such reports will be forwarded in triplicate through regular channels to the Adjutant. (See par. 768.)

1003 (*a*) A similar report will be made concerning persons not native born, who die in the provinces and are not at the time of death in the service of the Government. Such reports will be forwarded to Headquarters in duplicate. This requirement will not apply in case of persons connected with the Army if investigation discloses that the military authorities are cognizant of the death.

(*b*) Certificates of registration of Chinese who die should be taken up at once and forwarded through regular channels to the Bureau of Customs for cancellation. They should be accompanied by a statement showing, so far as known, the date and place of death.

1004. Reports of the death of Spanish subjects will be rendered in duplicate, giving complete name of the deceased, as for example, **"Luis Perez y Santos,"** and accompanied by two certified copies of the certificate of death.

ANNUAL REPORT

1005. On or before January 15 of each year, District Commanders will submit to the Chief an annual report for the preceding year. The report will be concise but comprehensive and will present a general survey of peace and economic conditions, progress, and development within the District in relation to Constabulary activities. The annual report will be classified substantially as follows:

(*a*) Peace conditions, outlawry or violent crimes;
(*b*) Political activities, political undercurrents;
(*c*) Industrial and agricultural development;
(*d*) The work of the Constabulary; military efficiency, patrol work, quarantine service, police duties, etc.

1006. A report for the month of December covering additional data in regard to the above subjects will be sent by first mail after the end of each year. Accompanying the report will be a table showing service rendered and results achieved during the year (January 1, to December 31) as follows:

CONSTABULARY

(1) Number of rifles or carbines captured or surrendered.
(2) Number of shotguns captured or surrendered.
(3) Number of revolvers captured or surrendered.
(4) Number of carabaos stolen or lost, recovered; ₱.....
(5) Number of horses stolen or lost, recovered; ₱.....
(6) Other property of criminals captured or recovered, ₱.....
(7) Money seized from gamblers, ₱.....
(8) Opium seized (quantity and value), ₱.....
(9) Amount of fines obtained from courts, ₱.....
(10) Number of expeditions and miles covered.
(11) Number of patrols, and miles covered.
(12) Number of escorts furnished, and miles covered.
(13) Number of investigations made, and miles covered.
(14) Total number of miles covered.
(15) Number of fires which the Constabulary helped to extinguish.
(16) Number of encounters with outlaws.
(17) Number of Constabulary killed:
    (*a*) Officers.
    (*b*) Enlisted men.

(18) Number of Constabulary wounded:
  (*a*) Officers.
  (*b*) Enlisted men.
(19) Number of outlaws killed.
(20) Number of outlaws wounded.
(21) Number of outlaws captured.

SEMI-ANNUAL REPORT

1007 (*a*) At the end of June and December each Provincial Commander will compile an alphabetical list of persons wanted in his province, furnishing a copy to the Adjutant and to the Provincial Commander of each adjoining province. The list should give:

(1) Full name, aliases and description of each person;
(2) Nature, date, and locality of crime;
(3) Court in which charged;
(4) Date of warrant, by whom held and whether indorsed for services outside of the province;
(5) Former residence, and locality where person was last seen, and names of his associates.

(*b*) Following the list of persons wanted will be shown the names of those dropped from previous reports and the reasons therefor.

QUARTERLY REPORT

1008. At the end of each quarter each Provincial Commander and Company Commander will prepare, sign, and dispose of the reports and returns for that period in accordance with the instructions prescribed on the forms. (See P. C. Form Nos. 12 and 25, and par. 999.)

MONTHLY REPORT

1009. On the first day of each month a *Monthly Strength Report and Station List* (P. C. Form No. 7) will be prepared and disposed of by Provincial Commanders and Commanders of general-service companies in accordance with the instruction on the blank forms. (See pars. 771 and 999.)

THE NARRATIVE REPORT

1010 (*a*) Narrative Reports will be prepared and mailed as early as possible after the end of each calendar month.

If the report has not been mailed on or before the 8th day of the month following that covered by the report, the officer signing it will make an initialed notation explaining the delay.

(*b*) The purpose of the Narrative Report is to furnish the Chief and the District Commander, a brief and concise statement of conditions, the extensiveness and character of crime, the efficiency and activity of the Constabulary in maintaining law and order and with general or unusual information concerning economic, political and other conditions affecting the welfare and progress of the province.

(*c*) For the purpose of keeping Inspectors informed of and conversant with the affairs in their inspection divisions, Provincial Commanders will furnish Inspectors (who are not stationed in the same province with the District Commander) with a copy of the Monthly Narrative Reports as well as special reports of crimes and events of unusual importance occurring within their provinces.

(*d*) Three copies of the Narrative Report will be prepared: the original to be forwarded to the Adjutant, the duplicate to the District Adjutant, and the triplicate for file. District Inspectors are expected to keep themselves informed of the activities of the Constabulary and conditions within their districts by the study of reports and Chronological Records at District Headquarters, and at the several Provincial Headquarters.

(*e*) Narrative Reports should be brief and concise without omitting any important details. Matters of routine, date and details of administration contained in other reports should be omitted. Reference to special reports will be made in this manner: **"S. R. 7—31—15."**

(*f*) Names of persons mentioned, will habitually be written in full to insure identification. Care will be exercised to write dates correctly. A *barrio* should be mentioned in connection with its municipality, and the rank or status of officials should be indicated.

(*g*) Headings will be arranged in order, written in capitals in the middle of the line with two spaces above and two below. If there be nothing to report under any one

heading, or subhead, that heading or subhead should be omitted.

(*h*) Events reported under any one heading should be given in order of their occurrence, a paragraph for each event. Paragraphs will be numbered 1, 2, 3, etc., consecutively from the beginning to the end. If **"Law and order"** includes seven paragraphs, then the first of the next subject would be paragraph 8.

(*i*) The **Monthly Narrative Report** which will contain the herein specified subheadings will be rendered in the following form:

LAW AND ORDER

1011. Outlaw bands.—Any organized outlaw bands will be reported with a statement of their approximate strength, number and kind of arms in their possession, and the names of their leaders. Following this, there will be a statement describing any efforts to capture or destroy such band, referring particularly to expeditions and other Constabulary activities of the month.

1012. Grave Crimes.—All serious crimes of the month will be reported. Each will be described separately with circumstances, time, place, names of victims, witnesses, perpetrators if known, and action taken by the Constabulary or by other authorities.

1013. Opium.—There will be a brief statement of all known violations of the Opium Law, with the names of offenders, arrests by the Constabulary or police, quantity of opium seized in each case, list of smoking paraphernalia captured, and of prosecutions instituted against the persons accused.

1014. Gambling.—All arrests and prosecutions by the Constabulary of violators of the Gambling Law (Acts. Nos. 1757, 3242, and 2212) will be reported, together with information concerning the attitude of the municipal police and other authorities toward the enforcement of this law. (See Art. XXXI.)

1015. Animals Stolen or Recovered.—There will be a brief statement of all such cases, giving time, place, owner's

names, and whether or not recovered. If the thieves be known, their names, will be stated together with a report of action taken toward their apprehension. Unless it be reasonably certain that the animal reported lost was stolen no report will be made.

MISCELLANEOUS INFORMATION

1016 (*a*) Local disturbances due to religious fanaticism, questionable labor organizations, organizations of a seditious character, disputes over land titles tending to lead to disorder, and any serious agitation by irresponsible or criminal elements will be reported under this subhead.

(*b*) Information of a confidential nature should not be included in the Narrative Report, but should be made the subject of a special report as provided in pars. 967–969 inclusive.

1017. Any series of petty crimes or disorders committed in any one locality with which the local authorities appear to have been unable to cope will be briefly stated.

1018. Report of progress in the investigation of serious crimes of the four preceding months the perpetrators of which have not been apprehended will also be mentioned.

1019. A report of the escape of any dangerous or notorious criminal not mentioned elsewhere.

FIREARMS

1020. Firearms taken up or surrendered, except those captured from outlaws, will be reported stating whether or not legal proceedings have been taken against the owners.

GENERAL INFORMATION

1021. Under this heading there will be a brief statement of any important public works undertaken since last report, or progress on those previously reported. Any important commercial enterprise inaugurated or discontinued during the month will be briefly described.

1022. Any event of a general nature not falling under any other heading, such as visits of high Government offi-

cials, important church dignitaries, and distinguished foreigners will be stated briefly.

1023. While there is no limit to the subjects to be reported under this subhead, Provincial Commanders will refrain from setting forth their personal views and opinions to the detriment of the Constabulary and other Bureaus and Departments of the Government.

PROSECUTIONS

1024. Progress in all cases pending on the date of last report will be reported, with a statement as to whether or not any of the cases were dismissed, postponed, or remanded. In every case the name of the accused, the nature of the crime, and, if convicted, the sentence, or other essential details will be indicated.

1025. Any criminal prosecution of a prominent person where the prominence of the accused rather than the gravity of the crime charged invests the case with special interest will be mentioned. (See par. 699.)

1026. Each case will be given a separate paragraph. References to previous reports will be made in this manner: **N. R. Dec., 1915, par. 8.**

POLITICAL EVENTS

1027. Activity of political parties and factions, names of candidates, for other than municipal offices, and such other data deemed to be of more than local interest will be reported under this heading. Any unusual political propaganda should be mentioned. The activities of politicians or candidates for public office do not cover the whole field under the subhead *Political Events*. Provincial Commanders are expected to keep a sensitive finger on the political pulse, and should include in their report an intelligent outline of new developments, tendencies, and political undercurrents.

ECONOMIC CONDITIONS

1028. Any destructive typhoon, fire, flood, earthquake, or any severe drought should be described as to time, extent, and damage to life and property. If the Constabulary ren-

dered any assistance it should be described. If the event has already been the subject of a special report, the Narrative Report will contain a synopsis only, together with any details not already reported.

1029. Locust and other pests with a statement of assistance rendered by the Constabulary will be reported. If special reports have been rendered or are required, only a brief statement of conditions at the end of the current month will be made. (See pars. 1046 and 1047.)

1030. Any epidemic affecting the inhabitants, work animals and crops, will be reported. The character and extent of any such epidemic should be fully described together with a statement of any efforts on the part of local authorities to suppress it. If a special report has already been forwarded, the Narrative Report will only contain a statement of the conditions at the end of the month.

1031. If agricultural conditions are normal there should be a mere statement that such is the case, if otherwise, the abnormal condition will be described. If the prices of local products and food stuffs are abnormally high or low, the reason therefore should be stated.

WORK FOR OTHER BUREAUS

1032. The value in currency will not be estimated. If no service has been rendered during the month, the report should so state. Data will be submitted in the following form:

Kind	Number of men	Number of days	Product number of men multiplied by number of days	Summary for each kind of work

ARRESTS WITHOUT WARRANTS

1033. The name of any person arrested without a warrant, and the place and cause of the arrest, will be reported

together with a statement of the circumstances which made it impracticable to secure a warrant before making the arrest.

PERSONS WANTED

1034 (*a*) A list of the names of persons wanted not previously reported, other than those accused of minor offenses, will be reported **"To Be Added."**

(*b*) A list of persons previously reported as wanted and who have been apprehended or otherwise accounted for during the month will be reported **"To Be Dropped."**

CONSTABULARY

1035. The purpose and itinerary (with distances covered) of patrols made during the month will be indicated.

1036. Inspections.—The dates of inspections, including the inspection of funds, with the names and rank of Inspecting Officers, will be reported. If any units have not been paid for the month the reason should be stated.

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1037. Epidemics of any kind affecting companies or detachments, their causes, and remedial measures taken, will be reported.

1038. Grievances or Complaints.—Complaints of abuse of office or maltreatment made against officers or enlisted men will be reported. The nature of the allegations, by whom made, name and rank of the accused, and result of any investigation made, will be stated. If a special report has already been made, only a brief reference need be made in the Narrative Report.

1039. School for Enlisted Men.—Work accomplished under this head will be tabulated as follows:

Company	Subjects	Number of sessions	Average attendance	Hours duration

1040. Changes of companies or detachments, and transfers of officers will be reported chronologically.

1041. A statement showing the kind, description and actual value of all property lost, stolen, or recovered; money or articles confiscated; fines imposed in cases prosecuted by the Constabulary for violation of the Opium, Gambling, Explosive, Hunting and Fishing Laws, etc. Data will be submitted in the following form:

3	carabaos stolen, recovered	₱
1	pony stolen, recovered	
2	bullcarts stolen, recovered	
1	sewing machine stolen, recovered	
40	cavans of palay stolen, recovered	
	Jewelry stolen, recovered	
1	Moro boat used by opium smugglers seized	
13	cans opium, seized	
1	bottle morphine, seized	
1	revolver, 1 bolo, seized	
	Money seized from gamblers	
	Fines imposed by courts (Act No. 1757)	
	Fines imposed under Act No. 2381	
	Total	

1042. Pension.—Under this heading will be mentioned any change affecting pension or retirement claims occurring in the province. (See par. 1072.)

1043. Monthly Pistol Practice.—The monthly range practice for officers and enlisted men required in the Small Arms Firing Regulations will be reported; name, rank, and scores being given.

1044 (*a*) **Services.**—Activities of the Constabulary not elsewhere reported will be described under this heading.

(*b*) A summary of **plain-clothes** work as provided for in paragraph 704 will be included under this heading.

MUNICIPAL POLICE

1045. Changes of Chiefs and Sergeants of Police, marked improvement or deterioration in the police of particular municipalities, police examinations, and other relevant matters should be noted.

WEEKLY LOCUST REPORT

1046 (*a*) Whenever locusts or "loctones" appear in any province, the Provincial Commander will submit a report at the end of each week showing the name of every municipality infested, and the number of barrios infested with flyers, hoppers, or eggs. Special mention should be made of hoppers in the third stage. This report will be made in quadruplicate in the following form, three copies being forwarded to the Adjutant:

Week ending ....., *192*....

Municipality	Number of barrios	Barrios infested			Hoppers in third stage	Improvement
		Flyers	Hoppers	Eggs		
Total						

REMARKS

.....

.....

.....

(Signature)

(*b*) Under **"Remarks"** will be mentioned any special activity or inactivity of municipal officials, the service rendered by the Constabulary, and any other information which in addition to the statistics given above will explain the locust situation in the province. (See par. 1029.)

WEEKLY REPORT ON QUARANTINE SERVICE

1047. Whenever quarantine against epidemics is established in a province the Provincial Commander will, until the quarantine is lifted, submit a weekly report of the situation, in the following form:

To: Adjutant, P. C.
Subject: Weekly Report of Quarantine Service.
1. Report for week ending .....
2. Resumé of situation:

Towns	Number of barrios	Date of last case	Cases		P. C. Troops employed	
			New	Death	Officers	Men
Total						

3. Remarks:

(*a*) An account of special troops in province.

(*b*) Enforcement of quarantine regulations.

(*c*) Other matters relative to quarantine work affecting the Constabulary. (See par. 1029)

Article XXVIII.—PENSION AND RETIREMENT LAW

1048 (*a*) Sections 871 to 876 of the Administrative Code provide for the Pension and Retirement Fund of the Philippine Constabulary. Pensions may be paid from this fund for the benefit of widows and orphans of members of the Constabulary who lose their lives in line of duty, and for members of the Constabulary who become incapacitated to gain a livelihood by reason of wounds or other causes contracted while in the service. (Sec. 873, Adm. Code.) (Pensions are not subject to execution, taxation or garnishment—See Supreme Court Ruling, 42 P. R., 170; and 43 P. R., 364.)

(*b*) The regulations contained herein will not affect or modify pensions granted prior to July 21, 1925.

1049 (*a*) To this fund shall accrue:

(1) **All fines and forfeitures imposed by Summary Courts;**
(2) **All fines imposed upon commissioned officers;**
(3) **And four per centum of the pay of every officer and three per centum of the pay of every enlisted man of the Constabulary, which shall be deducted from said pay monthly.**

(*b*) All such fines, forfeitures, deductions, and retentions shall be noted and retained on the pay roll and deposited with the Insular Treasurer to the credit of the Constabulary Pension and Retirement Fund. (Sec. 872, Adm. Code, as amended by Act No. 3205.)

1050 (*a*) The provisions of the Pension and Retirement Law do not contemplate the severance of either officers or enlisted men from active duty with the Corps before they have reached the age of 55 years, except in cases where it is conclusively shown that the applicant is physically or mentally disabled, and that he is no longer competent to render useful service of any kind to the Government.

(*b*) An officer or soldier under 55, with 20 or more years of service to his credit, should, as a general rule, be of con-

x x x x x

"Sec. 872. Sources of pension and retirement fund.- T this fund shall accrue all fines and forfeitures imposed by summary courts, all fines imposed upon commissioned officers under the authority of this chapter, and all sums accruing from vacancies in the authorized strength of officers and enlisted men, together with all other savings from positions the occupants whereof are or shall be entitled to the benefits of this chapter, and four per centum of the pay of every officer and enlisted man of the Constabulary, which shall be deducted from said pay monthly.

"All such sums accruing from fines, forfeitures, deductions, retentions, vacancies, and savings shall be noted and retained on the pay roll and deposited with the Insular Treasurer to the credit of the Constabulary pension and retirement fund."

Sec. 2. This Act shall take effect on itd approval.

Approved, November 29, 1929.

P. C. R. -
Pars. 176(b), 262, 263, 446, 560, and 1049.

siderable value even though his eyesight, hearing, or physical activities be more or less impaired. Ripeness of judgment, acquired by long years of experience, often more than compensates for diminishing physical activities and powers of endurance. They should, therefore, be favored in the way of details, assignments and duties.

(*c*) It is very necessary that the Pension and Retirement Fund be carefully conserved, and that application for retirement by enlisted men who have not reached the age of 55 and who are still able to render useful service to the Government be discouraged.

PENSION BOARD

1051. The Chief will, from time to time, assemble a Pension Board to consist of five members, three of whom will be officers of the line and the other two, officers of the Medical Division.

1052. To obtain action of the Pension Board in case of the death of an officer or enlisted man, all pertinent and available evidence must be compiled and submitted with an application to the Board. Evidence in connection with these applications will be in the form of affidavits made by eye witnesses, or by persons cognizant of the facts.

1053. The Pension Board will examine, report upon, and make appropriate recommendations concerning cases falling under the Pension and Retirement Laws. The Board is not empowered to summon witnesses. Evidence will be taken in the form of sworn statements as provided in the next preceding paragraph, and attached to the report as exhibits.

1054. When the Pension Board finds that an officer or an enlisted man is permanently incapacitated for active duty it will inquire into and report the causes which, in its judgment, has produced his incapacity, and whether or not the causes were incident to his service, and incured in line of duty. (See pars. 156 and 171.)

1055. If the Board finds the incapacity to have been contracted in line of duty, the officer or enlisted man will, upon

approval by the Governor-General, be granted the benefits of retirement.

CLAIM AND RIGHT TO PENSION

1056. Pension papers will be forwarded through the Provincial Commander, who will carefully examine and check them in detail as to accuracy and completeness before forwarding them to the Adjutant with definite recommendations.

1057 (*a*) Provincial Commanders, Company and Medical Officers will assist officers and enlisted men in the preparation of pension claims in all cases regardless of length of continuous service. They will see that legitimate claims of members of the Constabulary and of widows or orphans of deceased members are promptly submitted, and will aid them in obtaining authentic and necessary evidence in support of such claims.

(*b*) In those cases where the appointment of a guardian is essential to the better protection of minors entitled to the benefit of the Pension and Retirement Funds, the Provincial Commander with the prior approval of the Pension Board will prepare and present before the Court of First Instance a petition for the appointment of a special guardian.

1058. The following routine with reference to tubercular cases will be followed:

(*a*) Diagnosis will be made by a Constabulary Surgeon or Medical Inspector only, and will be positive as to existence of pulmonary tuberculosis. Examination of the disease will be made clinically by a thorough physical test, confirmed by a bacteriological examination of the sputum.

(*b*) Upon arriving at a definite decision, the Medical Inspector will communicate with the Adjutant by letter or telegraph stating name of patient, organization, station, length of present continuous service, diagnosis and recommendations.

(*c*) On receipt of the Medical Inspector's report recommending immediate separation of the patient from active duty, the Chief will grant a furlough with all pay and allowances and will so notify both the Medical Inspector and the unit commander.

(*d*) Within thirty days after being furloughed, enlisted men of more than three years continuous service will submit the required papers through their Company Commander for action by the Pension

Board. They will be continued on furlough until action has been taken by the Pension Board.

(*e*) Enlisted men on furlough under these provisions will not be permitted to live in or to be employed in or near the barracks.

(*f*) The Pension Board will treat all tubercular cases as special and will render reports thereon without undue delay.

1059 (*a*) When a member of the Constabulary dies by reason of any wound, injury or disease incurred in line of duty, his widow and his children under 18 years of age, may be granted not to exceed two-thirds of the pension set forth in par. 1063, to commence from the death of the husband or father, provided application is made within three months after such death, otherwise, to commence from the date of application, and to continue during widowhood, or until the child or children severally attain the age of 18 years.

(*b*) When a member of the Constabulary dies by reason of any wound, injury, or disease on account of which he was drawing a pension, or on account of which had he lived, he would have been entitled to a pension, his widow and his children under 18 years of age, may be granted not to exceed two-thirds of the pension granted the husband or father, or to which he would have been entitled had he lived, to commence from the date of application, and to continue during widowhood, or until the child or children severally attain the age of 18 years.

(*c*) Conclusive proof of immoral conduct on the part of any widow drawing a pension shall be sufficient warrant for the Chief to order the discontinuance of such pension.

1060. Any officer or enlisted man, a resident of the Philippines, who has been retired under the provisions of Act No. 3205 (par. 1065), who has not attained the age of 55 years and who is mentally and physically able, may with his consent be recalled to active service to fill an existing vacancy, and in the case of an officer he shall take place on the roster as if he had been in active service during the retirement. All retired officers and enlisted men who are residents of the Philippines and are physically fit, may at any time be called into active service by the Governor-General, during the period of which service they shall receive

the full pay of their rank or grade; and the failure of any ablebodied officer or enlisted man to comply with such call shall automatically terminate his pension and retirement benefits. (Sec. 875, Adm. Code.)

1061. Pensions are granted in cases of—

(*a*) **Death;**
(*b*) **Disability from wounds received in line of duty;**
(*c*) **Disability from disease contracted in line of duty.**
(*d*) **Total disability;**
(*e*) **Completion of 20 years service. (See par. 1065.)**

DEATH

In all cases of death the following data will be furnished by the immediate Commanding Officer:

(1) Cause of death (disease or wounds in action), in line of duty or not, and sick record of deceased;
(2) Name and address of nearest relative and any children under 18 years of age;
(3) Remarks and recommendations, to include name of person to whom pension should be paid;
(4) If pension is to be paid to widow, copy of marriage certificate will be forwarded; if to legitimate children under 18 years of age, copies of baptismal certificates are necessary.

With this report will be enclosed—

(5) Doctor's certificate, or affidavit of an enlisted personnel of the Medical Division, if one was present, showing nature of disease or wounds and exact degree of physical disability that caused the death, and statement as to whether or not the disease was contracted in line of duty;
(6) Evidence from at least two persons, preferably members of the Corps, setting forth circumstances, time and place if death resulted from wounds or accident;
(7) If death resulted from disease, affidavits from at least two persons, showing time when and circumstances under which the disease was contracted;
(8) Affidavits showing whether or not any member of the family of the deceased was ever affected with disease similar to that causing death;
(9) Application of heir to be pensioned; if a widow, a sworn statement to the effect that she has not remarried.

DISABILITY FROM WOUNDS RECEIVED IN LINE OF DUTY

Report from the company or unit commander will be forwarded giving name, rank, company, length of service, nature of wounds, and exact degree of physical disability and whether incurred in line of duty or not, sick record, nearest relative, names of legitimate children under 18 years of age, and any special remarks and recommendations. With this report will be inclosed:

(1) Doctor's certificate or affidavit from member of Medical Division showing nature of wounds and, if possible, degree of disability; also whether or not the wounds were received in line of duty;
(2) Affidavits from at least two persons, preferably members of the Corps, setting forth circumstances, time and place, of the accident;
(3) Application for retirement and for pension by the person concerned.

DISABILITY FROM DISEASE CONTRACTED IN LINE OF DUTY

Report from the soldier's company or organization commander giving name, company, length of service, circumstances, nature and cause of disease, whether or not contracted in line of duty, sick record, name of nearest relative, names of legitimate children under 18 years of age, and any special remarks and recommendations. This report will be accompanied by:

(1) Doctor's certificate showing nature of disease, exact degree of disability as, one-third, two-thirds or total, and whether or not the disability were contracted in line of duty;
(2) Affidavit from soldier showing circumstances, time, etc., wherein he believes he contracted the disease;
(3) Duplicate affidavits of father, mother, sister, or brother, showing whether or not any member of the family were ever troubled with this disease, or
(4) In case no immediate relatives, affidavits from one or two persons having knowledge of family history with respect to disease, or
(5) Affidavits from other persons who may be able to throw any light on the subject;
(6) Application for retirement and for pension by the person concerned.

1062. The monthly pension for a permanent specific disability shall be such portion of the monthly pension for total disability as the nature of the disability may warrant. The degree of disability shall be determined as provided hereinafter in so far as injuries therein enumerated are concerned:

(*a*) The loss of, or loss of use of, both hands, both feet, both legs, both eyes, any two limbs, *the loss of all the fingers of both hands,* or other injuries causing equal incapacity shall constitute total disability.

(*b*) The loss of, or loss of use of, one arm, leg, foot or hand, or the permanent maiming or loss of all fingers of one hand, or *the thumbs and forefingers of both hands,* the loss of hearing, or other injuries causing equal incapacity, shall constitute two-thirds disability.

(*c*) The loss of one eye, or the permanent maiming, or loss of two or three fingers of one or both hands, or other injuries causing equal incapacity, shall constitute one-third disability.

(*d*) In other cases of permanent specific disability, rendering the applicant wholly or partially incapacitated from earning his livelihood, the degree of disability shall be determined by the Pension Board.

TOTAL DISABILITY PENSION

1063. The monthly pension for total disability based on length of service shall be as follows:

(*a*) **For Brigadier Generals** with service of:
Fifteen years and less than 20—not exceeding ₱80 per month.
Ten years and less than 15—not exceeding ₱70 per month.
Five years and less than 10—not exceeding ₱65 per month.
Less than 5 years—not exceeding ₱60 per month.

(*b*) **For Colonels and Lieut. Colonels** with service of:
Fifteen years and less than 20—not exceeding ₱70 per month.
Ten years and less than 15—not exceeding ₱60 per month.
Five years and less than 10—not exceeding ₱55 per month.
Less than 5 years—not exceeding ₱50 per month.

(*c*) **For Majors** with service of:
Fifteen years and less than 20—not exceeding ₱60 per month.

Ten years and less than 15—not exceeding ₱50 per month.
Five years and less than 10—not exceeding ₱45 per month.
Less than 5 years—not exceeding ₱40 per month.

(*d*) **For Captains** with service of:
Fifteen years and less than 20—not exceeding ₱50 per month.
Ten years and less than 15—not exceeding ₱45 per month.
Five years and less than 10—not exceeding ₱40 per month.
Less than 5 years—not exceeding ₱35 per month.

(*e*) **For First Lieutenants** with service of:
Fifteen years and less than 20—not exceeding ₱40 per month.
Ten years and less than 15—not exceeding ₱35 per month.
Five years and less than 10—not exceeding ₱30 per month.
Less than 5 years—not exceeding ₱25 per month.

(*f*) **For Second Lieutenants** with service of:
Fifteen years and less than 20—not exceeding ₱30 per month.
Ten years and less than 15—not exceeding ₱25 per month.
Five years and less than 10—not exceeding ₱22.50 per month.
Less than 5 years—not exceeding ₱20 per month.

(*g*) **For Sergeant Majors, Staff Sergeants, First Class Sergeants Medical Division, First Sergeants, and members of the Constabulary Band** with service of:
Fifteen years and less than 20—not exceeding ₱15 per month.
Ten years and less than 15—not exceeding ₱12 per month.
Five years and less than 10—not exceeding ₱10 per month.
Less than 5 years—not exceeding ₱8 per month.

(*h*) **For all other enlisted grades** with service of:
Fifteen years and less than 20—not exceeding ₱12 per month.
Ten years and less than 15—not exceeding ₱10 per month.
Five years and less than 10—not exceeding ₱8 per month.
Less than 5 years—not exceeding ₱6 per month.

(*i*) *Provided* that, when the degree of disability is classified as two-thirds, the monthly rate of pension shall not exceed two-thirds of the rates above specified. When the degree of disability is classified as one-third, the monthly rate of pension shall not exceed one-half of the rates above specified.

1064. When retired by the Pension Board provided for in paragraph 1063 for total disability, the Governor-General in his discretion may, by special order in each case, commute, in lieu of the above payments, the following

amounts for a period not exceeding five years, for the grades and service specified:

(*a*) **For Brigadier Generals** with service of:
Fifteen years and less than 20—not exceeding ₱225 per month.
Ten years and less than 15—not exceeding ₱200 per month.
Five years and less than 10—not exceeding ₱175 per month.
Less than 5 years—not exceeding ₱150 per month.

(*b*) **For Colonels and Lieut. Colonels** with service of:
Fifteen years and less than 20—not exceeding ₱200 per month.
Ten years and less than 15—not exceeding ₱175 per month.
Five years and less than 10—not exceeding ₱150 per month.
Less than 5 years—not exceeding ₱125 per month.

(*c*) **For Majors** with service of:
Fifteen years and less than 20—not exceeding ₱175 per month.
Ten years and less than 15—not exceeding ₱150 per month.
Five years and less than 10—not exceeding ₱125 per month.
Less than 5 years—not exceeding ₱100 per month.

(*d*) **For Captains** with service of:
Fifteen years and less than 20—not exceeding ₱150 per month.
Ten years and less than 15—not exceeding ₱130 per month.
Five years and less than 10—not exceeding ₱110 per month.
Less than 5 years—not exceeding ₱90 per month.

(*e*) **For First Lieutenants** with service of:
Fifteen years and less than 20—not exceeding ₱125 per month.
Ten years and less than 15—not exceeding ₱110 per month.
Five years and less than 10—not exceeding ₱95 per month.
Less than 5 years—not exceeding ₱80 per month.

(*f*) **For Second Lieutenants** with service of:
Fifteen years and less than 20—not exceeding ₱100 per month.
Ten years and less than 15—not exceeding ₱90 per month.
Five years and less than 10—not exceeding ₱80 per month.
Less than 5 years—not exceeding ₱70 per month.

(*g*) **For Sergeant Majors, Staff Sergeants, First Class Sergeants Medical Division, First Sergeants, and members of the Constabulary Band** with service of:
Fifteen years and less than 20—not exceeding ₱25 per month.
Ten years and less than 15—not exceeding ₱20 per month.
Five years and less than 10—not exceeding ₱15 per month.
Less than 5 years—not exceeding ₱10 per month.

(*h*) **For all other enlisted grades** with service of:

Fifteen years and less than 20—not exceeding ₱20 per month.

Ten years and less than 15—not exceeding ₱16 per month.

Five years and less than 10—not exceeding ₱12 per month.

Less than 5 years—not exceeding ₱8 per month.

(*i*) In case of the death of an officer or enlisted man, who at his death was receiving the pension authorized for a period of five years, his widow, or, if there be no widow, his children under 18 years of age shall be paid *not to exceed two-thirds* of the same pension until the five-year period shall have expired, to commence from the death of the husband or father. This pension will cease should the widow remarry or should the child or children severally attain the age of 18 years before the expiration of the five-year period.

LIFE PENSION

1065 (*a*) Any officer or enlisted man of the Philippine Constabulary who has had twenty or more years of actual and satisfactory service and has attained to the age of fifty-five years or who, without having reached said age, is on account of his physical or mental condition prevented from continuing in active service, may take advantage of the benefits of this Act and retire from active service, upon approval by the Governor-General, and when so retired he shall receive until his death from the fund above specified an annual pension equal to two and one-half per centum, for each year of active service rendered by him up to date, of the total pay received annually by him on the date of his retirement; but in no case more than seventy-five per centum of such total current pay: *Provided,* That service rendered by an officer as enlisted man shall be taken into account for the purposes of the retirement provided for in this section: *Provided, further,* That with the exception of the Chief, no officer shall be retained in active service after having attained to the age of sixty-four years: *And provided, finally,* That officers and enlisted men of the Constabulary who have completed twenty or more years of actual and satisfactory service previous to the approval of Act Numbered Thirty-one hundred and fifty-seven, shall

be entitled to retirement on the same terms and subject to the same condition as originally set forth in section eight hundred and seventy-four of the Administrative Code previous to its amendment by Act Numbered Thirty-one hundred and fifty-seven.[10]

(*b*) Subject to the same conditions and in accordance with the same rules and limitations, an enlisted man shall be entitled to retirement and to a similar annual compensation from the same fund, based on the total current pay and allowances received annually by him at the time he is retired, but in no case to exceed seventy-five per centum of such current pay and allowances for each year.

(*c*) Upon the death of an officer or enlisted man who has either been retired or would, at the time when he died, have been entitled by reason of length of service to the retirement provided for in the two preceding paragraphs, the surviving legitimate or acknowledged children of such officer or enlisted man or his widow, or only the latter in case he left no children or after his surviving minor child has reached the **age of eighteen years,** shall be entitled to receive in equal shares and with the right of accretion, fifty per centum of the pension to which such officer or enlisted man would have been entitled if he had not died: *Provided,* That no payment shall be made as pension to children after they have attained the age of eighteen years or have married, nor to the widow if she remarries: *And provided, further,* That no pension whatever shall be paid to the widow if the marriage was contracted after the retirement of the deceased officer or enlisted man. For the purposes of this Act, all officers and enlisted men still residing in the Philippine Islands who are at present in the enjoyment of a life pension and who lack five years or more, from and after the date of the approval of this Act, before completion of the fifty-fifth year of life, and who are still physically and mentally fit for active service, may be called

[10] Based upon a decision of the Supreme Court it is held that this provision cannot be construed as having retroactive effect.

into active service if such officers or enlisted men agree, as vacancies in the positions left by them occur, and shall take their place on the roster, if officers, as if they had been in active service during the time of their retirement. (Sec. 874, Adm. Code, as amended by Acts Nos. 3157 and 3205.)

(*d*) To carry out the purposes of this Act, there shall be appropriated in the Appropriation Act each year, beginning with the first day of the fiscal year next following the approval of this Act and annually thereafter, the sum of one hundred thousand pesos which shall be included in the total appropriation for the Constabulary, and said sum shall be credited on the books of the Insular Treasurer to the Constabulary Pension and Retirement Fund, and said fund is hereby set aside to complete the payment of pensions to the officers and enlisted men of the Constabulary: *Provided*, That any portion of the sum above mentioned remaining unexpended at the end of each economic year shall revert to the general funds, with the exception of a sum sufficient to maintain the working capital of the Constabulary Pension and Retirement Fund, including investments, at the minimum sum of three hundred thousand pesos.

PAYMENT OF PENSION

1066. All pensions including those granted upon retirement after twenty years service will be paid monthly by warrant, which will be mailed in the case of officers or their heirs, or delivered through the Provincial Commander of the province in which the pensioner resides in the case of enlisted men or their heirs.

1067. The date on which the payment of a pension is to begin, or from which it shall be considered to have accrued, will be fixed by the Pension Board in each case; no claims for pensions for any period prior to July 1, 1904, will be paid, except that any pension granted as a result of wounds received, or disease contracted, or death incurred, prior to this date may be paid from the date of the approval of the

findings of the Pension Board, or from July 1, 1904, as the Board may fix.

1068. The signature of the pensioner to receipts for pension paid may be witnessed by any officer or enlisted man of the Constabulary, by Provincial or Municipal Treasurers, by Chiefs of Police, or by Justices of the Peace.

1069. Delivery will be made by the Provincial Commander direct to the payee if convenient, otherwise it may be entrusted to any other member of the Constabulary or official authorized to witness the signature of the payee. (See preceding paragraph).

1070. A *Pension Receipt* (P. C. Form No. 16) will be attached to each pension warrant mailed for delivery, and must be duly accomplished by the pensioner. When pensions are paid to minors the age of the youngest child will be shown on the receipt. If the pension is to be paid to a guardian the Provincial Commander will assure himself that the payee or guardian has been duly appointed by the proper court.

1071. The Provincial Commander will require those to whom he may entrust the delivery of a warrant to return the receipt to him duly accomplished. To prevent frauds against the pension fund, he will carefully inspect each receipt, whether witnessed by him or by some other authorized official, and see that it has been properly accomplished; if found correct, the receipt will be mailed to the Quartermaster. The pension corresponding to a given month is paid after the receipt for the preceding month has been duly accomplished and received by the Quartermaster.

1072 (*a*) Whenever a change affecting pension or retirement claims occurs in a province, the Provincial Commander will show same in his **Narrative Report** for the month under the subhead **"Pensions."** (See par. 1042.) Retired Constabulary soldiers who are receiving pensions on account of disability should be brought before a Constabulary Medical Officer once every year, to ascertain whether or not the disability for which retirement was granted still exists, and if so, to what extent.

(*b*) All persons drawing pensions will be visited at least twice each year by the Provincial Commander or some other member of the Constabulary designated by him.

(*c*) Provincial Commanders will make frequent investigation through the Company Commander and the chief of police, and other reliable sources, in the cases of widows drawing Constabulary pensions to ascertain:

(1) If they have remarried;

(2) Or are cohabiting or have cohabited with another man since the death of the husband;

(3) Or if they have borne children which could not be legitimate posthumous children of the deceased;

(*d*) The cases of soldier's orphans should be similarly investigated to ascertain if the pension money is actually used for the benefit of the orphans;

(*e*) Any abuse or infringement of the regulations governing Constabulary pensions must be immediately reported with full particulars to Headquarters;

(*f*) District Inspectors will note in their reports as to the thoroughness and frequency with which Provincal Commanders carry out these instructions. (See par. 26.)

Article XXIX.—FIREARMS, EXPLOSIVES AND GAME LAWS

1073. Firearm or **arm,** as herein used, includes rifles, muskets, carbines, shotguns, revolvers, pistols, and all other deadly weapons from which a bullet, ball, shot, shell, or other missile may be discharged by means of gunpowder or other explosives. The term also includes air rifles except such as, being of small caliber and limited range, are used as toys. The barrel of any firearm shall be considered a complete firearm. (Sec. 877, Adm. Code.)

1074. The Philippine Constabulary is the Government Custodian for firearms, ammunition, explosives and their ingredients. All firearms, ammunition, explosives and their ingredients imported, purchased, found, taken up, seized, or confiscated except those belonging to the United States Government and those held under authority granted by the Chief shall be consigned, transferred, and delivered to the designated custodian. (Ex. Order No. 61, Dec. 5, 1924.)

1075. Except as provided by law it is unlawful for any person to import, receive, buy, or in any way acquire any firearm, detached part of firearm, or ammunition therefor, or to have the possession or custody thereof, or to sell or dispose of them in any manner. (Sec. 878, Adm. Code.)

1076 (*a*) It shall be unlawful for any person to carry firearms or any kind of arms within a distance of fifty meters from any polling place during the days of registration, voting and counting. In cases, however, of affray, riot, or disorder within the radius of fifty meters, any peace officer or public official authorized to supervise the conduct of election may carry firearms or any other kind of arm within the said radius for the purpose of maintaining order or enforcing the law. (Act No. 3387.)

(*b*) The prohibition to carry firearms within the radius of fifty meters of any polling place during the days of registration, voting and counting, applies to all persons including Constabulary officers and enlisted men, except in those cases mentioned therein.

1077. A person arriving in the Philippine Islands, having in his possession any firearm or ammunition for which he has no license, must deposit it, upon written receipt, with the Collector of Customs for delivery to the Chief for safe-keeping. If the person in question desire to obtain a firearms license, the Chief will communicate such fact to the Governor-General, and if the importation be allowed, a license may be issued as in other cases. If no license be desired, or leave to import be not granted, the article or articles in question will remain in the custody of the Constabulary until taken from the Islands or otherwise disposed of according to law. (Sec. 892, Adm. Code.)

1078 (*a*) Upon the departure from the Philippine Islands of any person whose arms or ammunition may be in the custody of the Philippine Constabulary, they shall, upon timely request, be delivered to the owner through the Insular Collector of Customs, aboard the steamer on which he is to sail. (Sec. 895, Adm. Code.)

(*b*) Any person holding a firearm license who desires to leave the Islands and take the arms with him may have the license canceled and the bond or *Certificate of Deposit* returned by depositing the arm with the Quartermaster at Constabulary Headquarters a few days before departure. The Quartermaster will turn the arm over to the Insular Collector of Customs for delivery to the owner on board. A person sailing from Iloilo, Cebu, or Zamboanga should deposit his arm with the Provincial Commander at the port of departure at least three or four days in advance so that the necessary record can be made and the arms delivered to the owner on board ship. (Sec. 895, Adm. Code.)

1079. All firearms, not property of the Government, on deposit or which may be deposited with Provincial Com-

manders, except such arms as they have reason to believe will within a reasonable period be licensed, will be shipped to the Quartermaster, Philippine Constabulary, Manila. (Sec. 905, Adm. Code.)

1080. The expense of shipping arms to Manila will be borne by the Constabulary but the cost of returning arms subsequently licensed will be borne by the owner. (Sec. 905, Adm. Code.)

1081. The following instructions regarding the shipment of arms will be observed:

(*a*) Each arm will be carefully cleaned and oiled;

(*b*) Each arm will be tagged with the prescribed labels, care being taken that all information called for thereon are correct and complete;

(*c*) If no number can be found, the arm will be numbered by the Provincial Commander. If two or more numbers are found and there be doubt as to which is the factory serial number, all will be stated;

(*d*) Arms will be securely packed, and cases numbered and marked with the name of the shipping officer;

(*e*) Lists of the contents of each case will be made in triplicate; two will be forwarded to the Quartermaster, who will receipt and return one to the shipping officer; the third will be filed in the office of the Provincial Commander. (Sec. 905, Adm. Code.)

APPLICATION FOR LICENSE

1082. Any person desiring to possess one or more firearms for personal protection, or for hunting or other lawful purpose and ammunition therefor, must make application for a license to possess such firearm or firearms and ammunition as hereinafter provided. Upon making such application, and before receiving the license, the applicant shall, for the purpose of security, make **a cash deposit in the Postal Saving Bank in the sum of one hundred pesos for each firearm** for which the license is to be issued, and shall indorse the Certificate of Deposit therefor to the Insular Treasurer; or in lieu thereof he may submit an approved bond in such form as the Governor-General may prescribe, payable to the Government of the Philippine

Islands, in the sum of **two hundred pesos for each such firearm.** (Sec. 887, Adm. Code.)

1083. An application for a personal license to possess firearms and ammunition, as herein provided for, made by a resident of the City of Manila, shall be directed to the Mayor of Manila who will forward the application to the Chief with his recommendation. Any such application made by a resident of a province shall be directed to the Governor of the province, who shall make his recommendations thereon and forward the application to the Provincial Commander, who in turn shall make his recommendations thereon to the Governor. In order to avoid expense and annoyance to applicants, it will not be necessary for applications for firearms licenses to be accompanied by *Certificates of Deposit* or bond when submitted. The Provincial Commander will note in his indorsement the kind of security the applicant proposes to submit. If the application be aproved by the Chief, the applicant will be required to submit the security, upon receipt of which license will be issued. It is the duty of all officers through whom applications are coursed to forward them without delay. (Sec. 888, Adm. Code.)

1084. The Chief upon receipt and approval of bond or upon receipt of the *Certificate of Deposit* duly indorsed to the order of the Insular Treasurer, will issue the license, transmit the original to the applicant, and the duplicate to the Chief of Police of Manila if the applicant reside in Manila, otherwise to the Provincial Commander. The Chief will file the *Certificate of Deposit* or the bond in his office.

1085. A personal firearms license continues in force until the death or legal disability of the licensee, unless, prior thereto, the license has been surrendered, or revoked by authority of the Governor-General. All officials are prohibited from issuing temporary or provisional licenses. No authority will be granted to the holder of a license to lend the arm thereon to another person, unless the latter also

has a license to use the arm. It is forbidden to issue a firearm license to any person under 21 years of age, except upon authority of a Court of competent jurisdiction. (Sec. 889, Adm. Code.)

1086. Applications by persons holding licenses for firearms to purchase ammunition should be made, in case of residents of Manila, to the Chief of Police, and by residents of a province to the Provincial Commander. The license must be exhibited before authority for purchase can be obtained.

1087 (*a*) Provincial Commanders will not recommend the issuance of licenses for large quantities of explosives to mining companies, District Engineers, Property Clerks, Provincial Treasurers and to private individuals until after a thorough investigation. The check is necessary to prevent illegal fishing with dynamites.

(*b*) In order to keep a check on the distribution of explosives Provincial Commanders are directed to observe closely the transactions of persons authorized to handle explosives, and, if in their opinion any explosives license holder has in his possession more explosives than are required or are necessary for the work in hand, they will immediately recommend that the quantity be reduced.

(*c*) Upon receipt of application for an explosives license, the Provincial Commander, or an officer representing him, will make a thorough personal investigation to ascertain whether the mine or other industry for which it is alleged the explosives will be used, really exists. He will also ascertain, in so far as it is possible to do so, the extent of development to be undertaken and the expense attached thereto and make his report and recommendation accordingly. A close check of explosives and their ingredients is absolutely necessary to enable the organization to control with its limited force transactions in these commodities.

1088. Revolver licenses may be granted to persons of unquestionable responsibility and integrity, of irreproachable record and whose duties compel them frequently to

travel without escort through remote and unpoliced districts; or to important land owners of the highest character and standing who actively manage and are residents on their own estates, and whose financial responsibilities are such as to reasonably justify a claim that the possession of a revolver is necessary for the protection of life and property; or to responsible agents whose duties require them frequently to travel in the provinces, and who are entrusted with the custody or distribution of large sums of money on behalf of their principals. (Sec. 905, Adm. Code.)

1089. Licenses for rifles caliber .22, or for rifles of larger caliber, may be issued to members of regularly organized gun clubs who present proper credentials to establish their identity or to persons of unquestionable responsibility, integrity, and good record, for hunting of large game. (Sec. 905, Adm. Code.)

1090. When a person holding a valid license for the possession of firearms and ammunition shall change his domicile from the City of Manila to a province or from a province to the City of Manila, or from one province to another, he shall, within ten days thereafter, notify the Chief of such change by registered mail, or he shall notify the Provincial Commander of the province in which he takes up his new domicile, or the Chief of Police of the City of Manila, as the case may be; and the said Provincial Commander or Chief of Police, shall transmit such information to the Chief. (Sec. 890, Adm. Code.)

FEES AND BOND

1091. The fees provided by law are due and payable on the date the license to possess or deal in firearms, ammunition or explosives is issued by the Chief, and on each anniversary thereof; and failure to pay the fees within sixty days after they become due and payable shall render the person in arrears liable to a surcharge of 25 per cent of the regular fees unpaid. (Sec. 6, Act No. 3097.)

1092. The fees herein provided shall be collected by the Collector of Internal Revenue under such rules and regu-

lations as the Collector and the Chief may prescribe, with the approval of their respective Department Heads. The proceeds of such collections accrue to the Insular Government. (Sec. 5, Act No. 3097.)

1093. Bonds held as security for firearms will be canceled only on delivery of the arms to the Philippine Constabulary or on their legal transfer to some other person with the consent of the Chief.

1094. Should a bondsman leave the Philippine Islands the holder of the relative firearms license will immediately deposit the arm and license with the Constabulary pending acceptance of a new bond. (Bonding Law, sec. 905, Adm. Code.)

1095. Under authority of Executive Order No. 15, dated May 9, 1918, Liberty Loan bonds are acceptable as security for the safe-keeping of firearms held on license. Persons desiring to offer Liberty Loan bonds as such security may present the bonds to the Provincial Treasurer of the province wherein the applicant is a resident, or, in case the applicant be a resident of Manila, the bond may be presented to the Insular Treasurer. The treasurer will issue a receipt for the bond which should be attached to the application for license. A $50 bond is required for each firearm.

1096. Where a Certificate of Deposit has been used as security, and the licensee fails to comply with any provision of the law or of the regulations pursuant thereto, or with the terms of his license, or fails to have forthcoming upon proper demand the firearm covered by his license, whether lost through accident or otherwise, the Governor-General may, upon satisfactory proof of such fact, order that the *Certificate of Deposit* be forwarded to the Insular Treasurer for collection. The amount thereof when collected will be deposited to the credit of general funds. (Sec. 901, Adm. Code.)

1097. Proof that firearms have been taken from the Philippine Islands does not satisfy the condition of the bond.

Where arms are taken inadvertently from the Islands the bondsmen before being released must furnish proof as to the whereabouts of the arms before the bond can be canceled. (Sec. 905, Adm. Code.)

1098. In cases where local officials desire, in the performance of their duty, to take possession of licensed firearms by distraint for delinquent taxes, they should make formal request upon the District or Provincial Commander who will obtain delivery of the arms.

FIREARM DEALERS

1099. Applications for dealers' licenses, after approval by the Governor-General, are transmitted to the Chief who approves the bond in the amount fixed by the Governor-General for the faithful execution of the regulations governing firearms, and issues the licenses. (Secs. 883 and 884, Adm. Code.)

1100. If any person, having a dealer's license, shall for purposes of sale, desire to import, buy, or otherwise acquire, dispose of, possess, or have the custody of any firearms or ammunition in greater amount than that specified in his license, he must apply for and secure a new license. (Sec. 885, Adm. Code.)

1101. With the consent of the Department Head any person holding a dealer's license may store firearms and ammunition in the custody of the Philippine Constabulary, subject to his call. Upon making such deposit the Chief will give a receipt containing a description of the materials stored, and upon surrendering the property so stored, will require the receipt to be returned or a similar receipt given by the party receiving the article or articles returned. For such storage the Chief may make reasonable charges to be fixed by him, with the approval of the Department Head. (Sec. 891, Adm. Code.)

1102. Every dealer in firearms or ammunition will keep complete and accurate records, and account for all importations and sales of firearms and ammunition, with the name,

age, residence, occupation, and post-office address of each and every purchaser of any firearm or firearms and ammunition, and the number and date of the license of each purchaser for the possession of each firearm purchased by him and the number of the firearm purchased, together with the amount and character of the ammunition purchased for each firearm; and each dealer in firearms will, when requested by the Chief, permit the examination of such records and accounts of the purchases and sales of firearms and the counting and verification of all arms and ammunition, remaining on hand; and any refusal upon the part of any such dealer to comply with the provisions of this section will be a breach of the condition of the bond executed and delivered by such dealer. Sec. 886, Adm. Code.)

1103. Persons in the Philippine Islands owning firearms or ammunition may deposit them under receipts with the Constabulary for safe-keeping. (Sec. 891, Adm. Code.)

VERIFICATION AND INSPECTION

1104. Once each year, all Provincial Commanders will verify all arms under licenses and will report such verification to the Chief, noting all violation of the terms of the licenses, laws, rules, or regulations relating to the possession of firearms or ammunition; and they shall make notation on each licenses that they have made such verification, with the date thereof. The Chief of Police of the City of Manila is requested to make a similar verification, advising the Chief thereof. (Sec. 897, Adm. Code.)

1105. In the absence of an officer from a station the senior noncommissioned officer present may verify firearms, or attend to other minor routine matters provided that he inform the officer of such action immediately upon his return, and provided that there is no probability that he will return within twelve hours of the time action is required.

1106. Provincial Commanders are required to carefully examine permits from time to time and will recommend cancellation where there are sufficient reasons. The death

or departure from the Islands of firearm licensees will likewise be promptly reported. (Sec. 905, Adm. Code.)

1107. It shall be the duty of any person holding a license to possess firearms or ammunition to exhibit such license whenever called upon to do so by a Provincial Governor, or a provincial officer acting under his written orders; by an officer of the Constabulary, or a member of the Corps acting under orders or pursuant to regulations; by the Chief of Police in the City of Manila, or a peace officer acting under his written orders. (Sec. 898, Adm. Code.)

1108. Provincial Treasurers will provide the enlisted man detailed by the Constabulary to check with the keeper all deposits and withdrawals of explosives from the magazine, with a lock and key different from those furnished the storekeeper, so that no withdrawal of explosives may be made from the magazine without the knowledge of the Constabulary guard.

REVOCATION OF LICENSE

1109 (*a*) Any firearm license may be revoked at any time by order of the Governor-General. (Sec. 899, Adm. Code.)

(*b*) Justices of the Peace have authority and are required to declare a firearm confiscated in cases where the owners thereof are prosecuted and convicted under section 12 of Act No. 2590. (Op. Atty.-General, August 7, 1928.)

1110. When a firearm license expires or is revoked or surrendered, and the arms or ammunition held thereunder are accounted for and disposed of according to regulations, the licensee's bond or Certificate of Deposit will be cancelled by order of the Governor-General. (Sec. 904, Adm. Code.)

1111. Upon the revocation or termination of a license for any cause all arms and ammunition in the possession of the licensee covered by such license will be placed in the custody of the Philippine Constabulary. (Sec. 893, Adm. Code.)

1112. When firearms for which licenses are held become permanently unserviceable they should be deposited with the Constabulary, and ownership relinquished in writing. The arms will then be destroyed. (Sec. 905, Adm. Code.)

1113. Any firearm or ammunition deposited in the custody of the Philippine Constabulary shall be deemed to have been abandoned to the Government by the owner unless he or his representatives shall reclaim the same within one year from the time of his departure from the Islands, or within five years in the case of any person remaining in the Islands, or of his failing to advise the Chief of Constabulary of the disposition to be made thereof; and in no case will it be incumbent upon the Corps to retain custody longer than five years, except under such regulations as may be prescribed. Abandoned arms and ammunition will be disposed of in such manner as may be prescribed by the Department Secretary. (Sec. 896, Adm. Code.)

1114. Upon the death or legal disability of the holder of a firearm license, it shall be the duty of the nearest relative, legal representative, or other person who shall knowingly come into possession of such firearm or firearms and ammunition, forthwith to deliver them to the Provincial Commander in the province or to the Chief in Manila, and such firearms and ammunition shall be retained by the officer pending the issue of a license. (Sec. 894, Adm. Code.)

1115. Before forwarding to Headquarters firearm licenses which have been surrendered for cancellation, Provincial Commanders will ascertain whether or not the taxes under section 3 of Act 3097 have been paid, and will advise the Adjutant accordingly. (Sec. 905, Adm. Code.)

LOSS OF FIREARM, EXPLOSIVES AND AMMUNITION

1116. In the event of the loss or disappearance of any firearms or ammunition for any cause, except in the case of ammunition lawfully expended, it shall be the duty of the Provincial Fiscal, or, in the City of Manila, of the Fiscal of the City, forthwith to institute proper action in a court of competent jurisdiction for the recovery of the amount specified in the bond of the licensee. (Sec. 900, Adm. Code.)

1117. When a lost firearm is recovered by the owner, reimbursement will be made for any sum collected upon

his bond, or enforced by forfeiture of his deposit. (Sec. 902, Adm. Code.)

1118. The Governor-General, in his discretion, may relieve from liability on his bond or Postal Savings Bank deposit any person losing a firearm for which he had a proper license, upon the presentation of satisfactory proof showing that the firearm was destroyed or lost beyond reasonable chance of recovery by any person, and through no fault or negligence on the part of the licensee. (Sec. 903, Adm. Code.)

1119. In case a firearm license be lost, a duplicate may be issued on application of the interested person, accompanied by his affidavit setting forth the circumstances of the loss, and binding the affiant to forward the original to the Chief in case it shall be recovered. A 20-centavo documentary stamp must accompany the application, to be affixed to the duplicate license. Constabulary officers and others are forbidden by law to issue provisional licenses in such cases.

FIREARMS HELD BY INSULAR AND FEDERAL EMPLOYEES

1120. The provision of law contained in paragraph 1075 does not apply to firearms regularly and lawfully issued to officers, soldiers, sailors, and marines of the United States Army and Navy, the Philippine Constabulary, guards of the Bureau of Prisons, Municipal Presidents, Municipal Treasurers, Municipal Police, Provincial Governors, Lieutenant Governors, Provincial Treasurers and guards of Provincial Jails and prisoners, when such firearms are in possession of such officials and public servants for use in the performance of their official duties. For firearms thus issued no license nor bond is required. (Act. 3016, Sec. 879, Adm. Code, and see par. 1129.)

1121. No arms other than those issued by the Government will be held by enlisted men except upon authority of the Chief.

1122. Officers while traveling anywhere in the Archipelago, whether on official or personal business, will always be armed with a revolver or pistol.

1123. Constabulary officers or other employees of the Philippine Government or of a Provincial Government must register their firearms with the Provincial Commander of the province or the Chief if in Manila, and receive a regular *Certificate of Registration* (P. C. Form No. 34). The certificate of registration will be made in triplicate. The original will be given to the holder of the arm, the duplicate mailed to the Adjutant, Manila, and the triplicate filed in the office of the Provincial Commander.

1124. Arms in possession of the Bureau of Prisons, the Police Force of Manila, provinces or municipalities, Provincial Governors, Provincial Treasurers, and guards of provincial jails, will be registered on P. C. Form No. 30 in accordance with Executive Order No. 27, 1915.

1125. Enlisted men, retired after twenty or more years service under the provisions of section 874 of the Administrative Code, as amended by Act No. 3205, may be authorized to possess shotguns on *Certificate of Registration* (P. C. Form No. 34). Request for such authority must be addressed to the Adjutant, through the Provincial Commander of the province in which the applicant resides. The Provincial Commander will in all cases forward such requests, with his recommendation.

1126. Officers are forbidden to sell or exchange or to deal in any way in firearms except that they may be disposed of to other officers of the Corps with the Chief's approval. Officers leaving the service and remaining in the Philippines will immediately deposit the arms in their possession until proper license be secured. Officers leaving the Islands on leave of absence will be required, before being given their clearance, to make satisfactory explanation as to the whereabouts of their arms. Officers on leave in the Philippines are allowed upon request to retain in their possession their personal firearms.

1127 (*a*) Firearms for use of provinces and municipalities may be sold to them upon requisition to the Insular Purchasing Agent if approved by the Chief (Sec. 2262, Adm. Code.)

(*b*) The requisition must be accompanied by a copy of the resolution duly approved by the Provincial Board. (Secs. 879 and 881, Adm. Code.)

1128. The Director of any Bureau of the Insular Government may apply to the Governor-General for a special permit for any subordinate of the Bureau to possess firearms and ammunition for personal protection in the performance of official duties, and the Governor-General may issue, or cause to be issued, such special permission under such terms and conditions as he may prescribe. (Sec. 881, Adm. Code.)

1129. Special permits without the usual bond may be granted to Deputies of Provincial Governors or Provincial Treasurers at the request of the Chief of the Executive Bureau, and to Provincial Fiscals at the request of the Attorney General. (Sec. 881, Adm. Code.)

HUNTING PERMITS AND GAME LAWS

1130. The Chief is authorized to issue hunting permits under such regulations and restrictions as may be approved by the Secretary of the Department. (Sec. 9, Act No. 2590.)

1131. Members of the Constabulary and the municipal police, foresters, and rangers of the Bureau of Forestry are appointed by law **deputy game wardens**; they are therefore required to enforce the provisions of all laws designed to protect and conserve big games, birds, and fishes. (Acts 2590 and 3097.)

1132. Closed and open seasons for hunting all kinds of game birds and mammals as provided in section 3, Act No. 2590, as amended by section 7 of Act No. 2666 is illustrated in the following graph:

238919——23

[Space in black opposite the kind of game or mammal indicates the closed season; blank space indicates the open season]

Games	MONTHS OF THE YEAR											
	January	February	Mar.	April	May	June	July	August	September	October	November	December
Wild chicken (*Labuyo*)	■	■	■	■	■	■	■					
Partridge	■	■	■	■	■	■	■					
Pheasant	■	■	■	■	■	■	■					
Quail (*Pugo*)	■	■	■	■	■	■	■					
Pigeon (*Punay, Batobato*)	■	■	■	■	■	■	■					
Dove	■	■	■	■	■	■	■					
Luzon Mallard Duck (*Dumaras*)	■	■	■	■	■	■	■	■	■	■	■	■
Goose					■	■	■	■	■	■	■	■
Duck (*Dumaras, pato*)†					■	■	■	■	■	■	■	■
Rail (*Tiçling*)					■	■	■	■	■	■	■	■
Coot (*Uluc Diablo*)					■	■	■	■	■	■	■	■
Gallinule (*Acbag*)					■	■	■	■	■	■	■	■
Shore Birds					■	■	■	■	■	■	■	■
Plover					■	■	■	■	■	■	■	■
Sandpiper					■	■	■	■	■	■	■	■
Curlew					■	■	■	■	■	■	■	■
Godwit					■	■	■	■	■	■	■	■
Woodcock					■	■	■	■	■	■	■	■
Snipe (*Canduro, pacobo*)	■	■	■	■	■	■	■					
Deer						■	■	■	■	■	■	■
Musk deer						■	■	■	■	■	■	■
Wild carabao						■	■	■	■	■	■	■
Tamarao†						■	■	■	■	■	■	■
Squirrel*	■	■	■	■	■	■	■	■	■	■	■	■
Lemur*	■	■	■	■	■	■	■	■	■	■	■	■
Hornbill (*Calao, Tarictic*)*	■	■	■	■	■	■	■	■	■	■	■	■
Brush—turkey*	■	■	■	■	■	■	■	■	■	■	■	■
Mound—builder (*Tabon*)*	■	■	■	■	■	■	■	■	■	■	■	■

* Open from July 1st to December 31st in 1925 and every fifth year thereafter.

† No person may kill in one day more than thirty-five ducks nor in one year more than one tamarao.

Licensees desiring hunting permits will pay ₱2 to the deputy of the Internal Revenue: i. e., to the City Treasurer in the City of Manila, to the Provincial or Municipal Treasurer in a province. The deputy concerned will issue to such licensees Internal Revenue miscellaneous tax receipt New Form No. 25.06 which he will present to the Adjutant at Constabulary headquarters, Provincial Commander in a province or the Chief of Police, Manila, as the case may be. The officer concerned will issue the necessary hunting permit in triplicate; the original copy for the licensee, the duplicate copy mailed to the Provincial Commander, Chief of Police of Manila or the Adjutant at Constabulary headquarters, as the residence of the licensee may be, and the triplicate for file.

Hunting permit should be obtained yearly and will be secured at least ten days prior to the expiration of the old permit.

1133. Provincial Commanders will, upon application, issue to persons holding licenses for shotguns or rifles, *Hunting* Permits (P. C. Form No. 27), in triplicate. All three copies will be signed by both the Provincial Commander and the Internal Revenue collecting officer, after which the original copy will be delivered to the licensee who should affix his signature to it in the presence of the issuing officer. The duplicate and triplicate copies should be retanied by the collecting officer and the quadruplicate by the Provincial Commander.

1134. Persons holding a license to possess rifles or shotguns will not engage in hunting unless they provide themselves with an annual hunting permit, the fee for which is two pesos. (Sec. 4, Act No. 3097 and sec. 8, Act No. 2590.)

1135. The Department Head may authorize the Chief of Constabulary to issue special hunting permits to tourists temporarily visiting the Philippine Islands without requiring a bond or deposit as a guarantee of security for their arms and ammunition, upon payment of twenty pesos (₱20) for each person to the Director of Internal Revenue or his representatives. Such special hunting permit shall be valid only during the temporary sojourn of the holder in the Islands, nontransferable, and revocable at the pleasure of the Department Head. (Sec. 882, Adm. Code, and sec 8, Act No. 2590.)

1136. It is unlawful for any person to lend a hunting license or firearm to another for the purpose of hunting; and it is likewise unlawful for any person to procure or have in his possession for the purpose of hunting any hunting license or firearm pertaining to another. Any hunting license or firearm found in the unlawful possession of a person other than its proper owner will be forfeited; provided that any officer or enlisted man of the Constabulary, Army, Navy, Marine Corps, or Philippine Scouts serving in the Philippine Islands, may use for hunting purposes, rifles or shotguns belonging to the Government of the United States or of the Philippine Islands. (Sec. 12, Act No. 2590.)

1137. The making of a false statement on the application form for a hunting license will subject the offender to the forfeiture both of his license and arms in addition to any other penalty provided by law. (Sec. 11, Act No. 2590.)

1138. Companies or detachments desiring to hunt and kill wild game or protected birds with a firearm for the purpose of supplying the Company Mess must procure a hunting license in the name of the individual or individuals detailed for hunting. The close season will apply to all stations not situated within any territory specifically excepted. (Sec. 8, Act No. 2590.)

1139. Firearms, lanterns or other hunting appliances taken up by the Constabulary under sections 11, 12, and 13, Act No. 2590, will not be treated as forfeited until so declared by a court of competent jurisdiction. In the prosecution of cases under either of these sections the court may be asked to declare the arm or lantern forfeited to the Government as part of the sentence, where unlawful possession or illegal use can be shown.

Article XXX.—MUNICIPAL POLICE

INSPECTION AND SUPERVISION

1140. The Provincial Commander will periodically inspect the various bodies of local police within his province and will report to the Chief of Constabulary as to their equipment and efficiency, and as to the general conditions of peace and the observance of law and order in the province. To this end he may require reports from the Chiefs of Police and Municipal Presidents relative to the strength, equipment, discipline, and efficiency, etc., of the police in their jurisdictions. (Sec. 834, Adm. Code.)

1141. In the smaller provinces police inspections will ordinarily be made by the Provincial Commander himself once each month. In the larger provinces he may delegate Company Commanders to inspect the police of towns in the vicinity of the Company Stations.

1142. Inspections of police will be made with thoroughness and in conscientious detail. Perfunctory inspections are of little value, and will not be permitted. When giving advice or directions to Chiefs of Police, Inspecting Officers will conform to the spirit of the **Manual for Municipal Police** and to Constabulary Regulations and published orders.

1143. Inspections of municipal police will embrace not only the inspection of the men in ranks, and of their arms, clothing, and equipment, but will include inquiry as to the age, intelligence, and physical fitness of each member of the force. Discreet inquiry will also be made as to the local reputation of the police for efficiency, courage, honesty, and impartiality. Inspecting Officers should also ascertain the rate of pay of the police and how and when paid. The result of all such inquiries should be indicated in his report.

1144. An officer visiting a town to inspect the police will, when practicable, notify the President one or two days prior to his arrival, so that the men may be recalled from outlying barrios for the inspection. However, an occasional inspection will be made without warning, so as to observe the state of the police under normal conditions.

1145. Inspecting Officers should commend to the President matters which appear to be well regulated in the police, and should consult him concerning the practicability of suggestions they propose to embody in their reports, bearing in mind that it is futile to recommend changes or improvements that are entirely beyond the financial means or the needs of a town. Improvements in police efficiency and the remedy of defects can more readily be accomplished by symphathetic consultation with the Municipal President than by embodying lengthy criticisms and recommendations in their reports.

1146. When inspecting municipal police, officers should bear in mind the varied and general nature of police work, and should remember that police efficiency depends more upon the spirit, good character, courage, and intelligence of the men individually than upon their capacity to execute military drill.

1147. Criticism alone is not conducive to improvement in the municipal police. Officers should lend active aid in drawing up local rules and in giving practical instruction. Competent officers or noncommissioned officers may be temporarily detailed by the District Commander for such purposes when requested by the municipal authorities.

1148. When the Provincial Commander or any Inspecting Officer of the Constabulary finds that the officers or men of a body of municipal police are inefficient, dishonest, disloyal to constituted authority, or guilty of other misconduct he will at once file a sworn complaint with the President of the municipality, who is empowered to suspend such members of police pending investigation under the provisions of section 2272 of the Administrative Code.

1149. Provincial Commanders and other officers will, when making an inspection of municipal police, at the same time make a careful survey of the municipal jail, with particular reference to its security, orderliness, ventilation, sanitary arrangements and prisoners. Note will also be made as to provisions for separating male and female prisoners. All serious irregularities will be indicated in the reports of such inspections by Provincial Commanders, with appropriate recommendations. Minor defects should be referred to the Chief of Police for immediate correction.

SUNDRY PROVISIONS ON THE MUNICIPAL POLICE

1150. The Governor-General, or the Provincial Governor with the approval of the Governor-General, may, when in his judgment the public interests will be subserved thereby, place any body of local police under the control of the Provincial Commander on duty in the province at the time. The Provincial Commander in such case is authorized and empowered, under the general supervision of the Provincial Governor, to control and direct the movements of said police. (Sec. 836, Adm. Code.)

1151 (*a*) It will be the duty of the Provincial Commander to see that the police placed in his charge are properly uniformed, drilled, and disciplined and that all lawful orders of the Provincial Governor, President, and others in authority are executed as well as that all proper arrests are made for violations of law or municipal ordinances; and in case of emergencies he is authorized, under the general supervision of the Provincial Governor, to unite the forces of the various municipalities, or municipal districts in suppressing *ladronism* or brigandage or other grave violations of the law which threaten the peace of the entire community. To the same end he may unite the Constabulary forces under his command with the local police. (Sec. 837, Adm. Code.)

(*b*) The Provincial Commander does not have the power to romove, suspend, or fine any member of the police force put under the control of the Constabulary in pursuance of

section 836 of the Administrative Code. (Op. Atty.-Gen., Sept. 4, 1925, and also Op. Atty.-Gen., Dec. 19, 1927.)

1152. When a Municipal President is unable to preserve the peace in his jurisdiction with the police force under his control, he is required to report such fact to the Provincial Commander, whose duty it shall be to render such assistance in the maintenance or restoration of peace and order as may be requisite to that end. In such case the Provincial Commander may temporarily take command of and direct the operations of the local police force in conjunction with the Constabulary under his command until peaceful conditions are restored. (Sec. 838, Adm. Code.)

1153. Any able-bodied man who shall fail, refuse, or neglect promptly to render police service or perform patrol duty when lawfully required by a Municipal President, in conformity with the provisions of section 2275 of the Administrative Code is liable to punishment by a fine not exceeding one hundred pesos, or by imprisonment for not more than three months, or both. (Sec. 2764, Adm. Code.)

1154. Upon the order of either the Governor-General or of the Provincial Governor of any province, the officer in charge of the Constabulary in such province shall cause any body of police therein to be disarmed. It is the duty of Provincial Governors to make such order whenever it appears that there is danger that the arms in custody of the police concerned may be lost, stolen, or misused. (Sec. 839, Adm. Code.)

1155. It is the duty of all officers of municipalities, or municipal districts, and of the officers and members of all local police forces to give notice immediately, both to the Provincial Governor and the nearest Constabulary officer or station in the province, provided that said officer or station is within fifteen kilometers of such officer or member of the police force, of the presence of any band of outlaws or other persons threatening the peace of the community within their jurisdiction, or any act of robbery or theft by such band, when the offenders or any of the members of such band are at large. (Sec. 840, Adm. Code.)

1156. Revolver, police positive, double action, caliber 32, 4 inch-barrel, is prescribed for the use of the municipal police. All requisitions for revolvers for the police will be for this model. The requisition will be accompanied by a copy of the resolution of the Municipal Council authorizing them and appropriating the necessary funds for the purchase of the arms and ammunition. (Sec, 2262, Adm. Code.)

Article XXXI.—GAMBLING

1157. Schemes and devices for the distribution of prizes by chance or lot, even where the player is supposed to obtain the full price and value of his money, are in violation of the laws penalizing lotteries. (Opinion of Attorney-General, April 21, 1922.)

1158 (*a*) Gambling is penalized by municipal ordinances and by Act No. 1757. Gamblers, therefore, may be brought before the courts of justice: (1) as violators of municipal ordinances and (2) as violators of the statutory law of the State, Act No. 1757. (Ruling of Secretary of Justice, October 13, 1919.)

(*b*) Officers will conduct all prosecutions for gambling under Act No. 1757, unless specifically directed to the contrary. (See par. 1014.)

1159. Officers will be discouraged from engaging in games of chance where money may be lost or won, even though the amount be inconsiderable, and even though the games be not prohibited by law. This policy will be vigorously enforced in the case of enlisted men.

1160 (*a*) Gambling is not an offense properly within the phrase **"breach of the peace"** because it does not produce violence, consternation, or alarm. (Opinion of Attorney-General.)

(*b*) **Pansion, quajo, poker,** billiards termed **nones y pares, bancabanca, Black Jack, Chabdique,** and **Panchong** are games of chance prohibited by section 7, Act No. 1757. (Opinion of Attorney-General.)

1161. Officers are responsible for the conduct of parties detailed for the suppression of gambling and for the apprehension of gamblers. Firing in the air by officers or soldiers stationed about a house to be raided, or upon approaching or entering a resort, is prohibited.

1162. In order to minimize complaints against soldiers, Provincial and Company Commanders will see that opium and gambling raids are habitually made under the supervision of an officer. However, in the absence of an officer, a thoroughly efficient and trustworthy noncommissioned officer may in an emergency take charge. Special reports of important raids will be submitted to Headquarters through the District Commander. In extraordinary circumstances the telegraph may be used.

1163. Gambling raids of minor importance will not be made the subject of special report, but will be included in the Monthly Narrative Reports. When large amounts of money have been confiscated and when public officials or other prominent persons are involved special reports will be submitted.

1164. Officers and enlisted men raiding gambling games or making arrest of gamblers will prepare an inventory showing all the money, paraphernalia, or other gambling contrivances seized from the gamblers. The inventory shall be signed by the commander in the presence of the gamblers (principals, *banquero,* housekeeper, etc.), who will also be asked to sign it, and, if they refuse, the reason for such refusal must be stated. Searching of gamblers for money is prohibited, but if it be necessary to search them as provided in section 105, G. O. No. 58, series of 1900, the search shall be made by an officer or noncommissioned officer, showing on the inventory the names of the persons searched and the effects seized from each. The original copy of the inventory will be filed in the station or in the Provincial Commander's office, one copy furnished the persons arrested and a certified copy forwarded to the Adjutant. (Op. Att.-Gen., June 18, 1923.)

1165. Members of the Legislature are not privileged from arrest when caught gambling except within the limits of the City of Manila, and only then while the Legislature is in session.

1166 (*a*) Any person arrested for violation of the Gambling Law, who at the time of arrest, is found carrying a

licensed pistol or revolver will be promptly reported to the Adjutant, with a view to the cancellation of the license. The report will show the number of the license and a description of the arm.

(*b*) Other concealed weapons found in the possession of gamblers at the time of their arrest will be immediately seized, and the persons carrying them will be prosecuted under section 26, Act No. 1780.

Article XXXII.—ARREST

1167 (*a*) Arrest signifies the apprenhension or detention of a person in order that he may be forthcoming to answer an alleged or suspected crime or violation of law, or to prevent the commission of a criminal offense.

(*b*) An arrest is effected when a person is subjected to the actual control and will of another, whether it be physical control or voluntary submission to words of arrest.

1168 (*a*) **Peace officers may pursue and arrest, without warrant, any offender when the offense is committed in the presence of a peace officer or within his view or any person found in suspicious circumstances, or in a suspicious place, tending to show that such person has committed, or is about to commit any crime or breach of the peace.** (Secs. 848 and 2463, Adm. Code.)

(*b*) **An officer may lawfully arrest without a warrant one whom he has reasonable ground to suspect of having committed a felony, even though in point of fact the one arrested is altogether innocent, and no felony has been committed by any one.** (2 Am. & Eng. Ency. of Law, p. 870.)

(*c*) Arrest without warrant will be made only when the element of time be of such importance that the loss of time necessary to procure a warrant would be likely to permit the escape of a dangerous criminal, or cause damage or injury to life and property.

(*d*) When an arrest is made without a warrant, the officer making the arrest shall obtain a warrant from competent authority at the earliest practicable moment under the circumstances.

(*e*) **To limit, as far as practicable, the number of arrest without warrant, warrants for persons who are known to be wanted by the courts or who are known to be outlaw leaders or criminals should be secured by the Provincial Commander of a province from the Court of First Instance and held on file.**

(*f*) **Whenever a member of the Constabulary makes an arrest without a warrant he will make, as soon as practicable thereafter, a written report of the circumstances to the Company or Provincial Commander, who will keep in his office a record of all such cases, and report them in his narrative report. Person arrested by members of the Constabulary shall in all cases, if reasonably practicable, be brought, within twenty-four hours, before a Judge or Justice of the Peace, to be dealt with according to law.**

1169. A Warrant of Arrest, legal upon its face, and issued by competent authority, is a complete justification and protection to the peace officer making an arrest. (Art. 8, No. 11, Penal Code.)

1170. An officer is not justified in making an arrest and in depriving a person of his liberty on a citation or subpœna for a witness.

PROCEDURE IN MAKING ARREST

1171. With respect to the making of arrests the duty of the Constabulary is limited to the execution of those judicial orders which require an arrest, or to bringing persons charged with violation of the law before the court.

1172. The Constabulary ordinarily is not required to arrest persons for violation of municipal ordinances except at the written request or order of the Secretary of the Interior or the Provincial Governor. (Sec. 848, Adm. Code.)

1173. The Constabulary does not arrest lepers except at the request of the Director of Health made through Constabulary channels. The Constabulary will assist in conveying lepers to a place of detention when so requested by health authorities and when the arrest is made in whole or in part by the Constabulary. (Sec. 1058, Adm. Code.)

1174 (*a*) In preparing the description of a man whose arrest may be desired on a warrant forwarded to another locality it must be borne in mind that his height, weight, the color of his hair and eyes, are not of so much importance as information regarding his age, occupation, habits, peculiar traits or mannerisms, names and addresses of friends and relatives with whom he might take refuge, and name and address of his wife or querida, if he have one.

(*b*) Chiefs of Police and other members of municipal police forces will be carefully instructed with regard to the more essential requirements of criminal descriptions, as indicated above.

1175. A **Suspect identification card** (finger-print card) will be completed for each person arrested, and mailed direct to the Superintendent Intelligence Division who will furnish a **Criminal Record Card** of the suspect to the Provincial Commander. At the conclusion of the case, the latter will complete the criminal record card and return it to the Intelligence Division for file. (See par. 55–3.)

1176. When deemed necessary for the protection of the public interest, or for the purpose of safeguarding life or preventing serious injury to property, an officer, before making the arrest of a railroad official or employee or a postmaster or telegraph operator actually engaged in the performance of his duty, will notify the Director of the organization concerned of his purpose, and will allow a reasonable time for replacement by a successor or substitute. But in such cases the person to be arrested will be placed under the supervision of a Constabulary custodian or escort to prevent his escape and to provide against the removal of evidence.

1177. Arrests especially for minor offenses, may at times, be made by simply sending word to the person concerned, or to the officials of the barrio in which he lives, or by using the local police. Care will be taken to avoid unnecessary publicity, harshness or the humiliation of the persons arrested. It is not the function of the Constabulary to administer punishment. This is for the courts of justice. An arrested person is presumably innocent until pronounced guilty by a court.

1178 (*a*) Officers in pursuit of criminals are authorized to follow and arrest them beyond the borders of the province in which they may be stationed.

(*b*) In such cases, officers will notify the Governor and the Provincial Commander of the province entered as soon as practicable.

1179 (*a*) Definite information by telegraph from a known peace officer will justify an arrest, but the statement of facts on which an arrest is requested should be clear and specific.

(*b*) Telegrams to another province requesting the arrest of any one must state that the warrant is countersigned as provided by law, and must also state the amount of bond required. In such cases warrants will be promptly forwarded to the arresting officer by mail.

(*c*) Telegrams requesting the arrest of a fugitive should include his description and, when possible, the names and addresses of friends or relatives believed to reside in the neighborhood in which he is supposed to have taken refuge.

1180. Upon the arrest of a person wanted the arresting officer or Provincial Commander will notify the Constabulary authorities in the province where the crime was committed or the warrant issued, and take such other action as the circumstances may demand.

USE OF FORCE IN MAKING ARREST

1181 (*a*) In the performance of his functions a peace officer is not authorized to use force, except in an extreme case when he is attacked, or is the subject of active resistence, and finds no other means to comply with his duty. (Art. 8, No. 11, Penal Code.)

(*b*) However, an officer armed with lawful warrant, or when making a lawful arrest without a warrant, has a right and it is his duty, to use every necessary means to effect the arrest.

(*c*) An officer seeking to arrest a person accused of a grave crime, and who refuses to stop when commanded to do so, but continues his flight, has a right to kill to prevent the escape of the accused, if he cannot otherwise take him. This right does not exist in cases of minor offenses, and such means to prevent the escape should be resorted to only if the crime be of a grave character, and the guilt of the person fleeing be clear. (Art. 8, No. 11, Penal Code.)

1182 (*a*) Police officers are authorized to employ force or violence to the extent of overcoming active resistance to an arrest. It is

not necessary that the prisoner makes an actual attack upon his captor; the use of force will be justified if he refuses to obey or surrender or tries to escape. (Supreme Court Ruling.)

(*b*) An officer is never justified in killing in order to effect an arrest for a minor offense, even if the prisoner refuse to stop when commanded to do so but continues his flight, and even if there be no other way to prevent his escape.

(*c*) An officer may fire upon an escaping prisoner who is guilty of a grave crime, and he is not criminally liable for homicide if he should kill such prisoner.

(*d*) No matter what offense he may have committed, an officer is not justified in killing an escaping prisoner if there be any other way of preventing his escape.

(*e*) However, if resistance be encountered, violence, which will probably result in the death of the person to be arrested, should be used only if the officer be in extreme danger.

1183. To serve a Warrant of Arrest for a criminal offense a peace officer may enter a dwelling house or other building, and, in case of emergency, he may force an entrace provided notification of his purpose and demand for admittance have been distinctly made, and refused or ignored by the inmates.

1184. In order to make an arrest for a grave crime (felony) just committed, or to quell an affray actually in progress, or when in immediate pursuit of a dangerous criminal, a peace officer has a right to enter a house and, if necessary, to force open the doors and search the house for the person whose arrest is sought. Before the doors or windows of a house are forced peace officers will always first clearly demand admittance and give notice of their purpose and authority. (Sec. 100, G. O. No. 58, and par. 208, Bishop's Criminal Procedure.)

EXECUTION OF WARRANTS

1185 (*a*) A peace officer making an arrest will exhibit the warrant to the person arrested and explain its contents.

(*b*) Warrants will be indorsed with a statement as to date, place of arrest, and by whom it was executed.

1186. An officer to whom a warrant is delivered for service must take notice of its contents and see that upon its face it appears to have been issued by the judge of a court having jurisdiction of the subject-matter upon the legal cause shown, for a person whose name appears or who is particularly described therein.

1187. Provincial and Station Commanders will, upon receipt of Warrants of Arrest, request the court issuing the warrant to fix the amount of bond and authorize Courts at the place of arrest to admit the defendant to bail, if the crime charged is bailable as provided for in section 13, Code of Criminal Procedure, as amended by section 1, Act No. 3042.

1188. Upon the receipt of a Warrant of Arrest from the issuing officer, Constabulary officers will, if the person or criminal wanted is not in the province in which they are serving, send such warrant to the Provincial Commander of the province in which the person or criminal resides or is in hiding, or to the officer nearest the place where the person or criminal is reported to be, to make the arrest. A copy of the indorsement transmitting the Warrant of Arrest to the Provincial Commander or other officers concerned will be forwarded to the Superintendent Intelligence Division, Manila.

1189. Before swearing out warrants against persons who have surrendered to the Provincial Governor officers should inform the latter of their purpose. Should the Governor protest against the proposed action he should be requested to put his objection in writing. The facts should then be communicated to the Chief (if necessary by telegraph), and his instructions obtained.

1190. In case an accused be not found after reasonable search the warrant will be returned with the notation **not found**, and with a report outlining the efforts made to serve it.

1191. Members of the Philippine Constabulary may not be compelled to serve criminal processes other than Warrants of Arrest or Search, unless they are specially required to perform such service by law. However, in view of the special conditions of the non-Christian provinces, and particularly those of Lanao and Jolo, members of the Constabulary are authorized and advised to render such assistance to court officers and employees as the efficient and speedy administration of justice may require. (Op. Att. Gen., quoted in Bull. No. 22, 1927.)

1192 (*a*) Officers executing Warrants of Arrest will fill out and sign the return which is printed on the warrant. The warrant so executed will accompany the prisoner to the court that issued it. No letter of transmittal is necessary.

(*b*) When Warrants of Arrest are returned to the Intelligence Division the certificate on the warrant will be properly completed by the person actually making the arrest.

1193. Warrants of Arrests received from provinces for persons in the City of Manila will be turned over to the Superintendent Intelligence Division who will secure their service by the city police.

1194. Warrants received from the police department of Manila for the apprenhension of person in the provinces will be turned over to the Superintendent Intelligence Division to be sent to the Provincial Commander of the province concerned, or to be served by sending an agent with the warrant as circumstances may require.

SEARCH WARRANTS

1195 (*a*) **Search Warrants** are orders issued by Justices of the Peace or Judges of a higher court directing a peace officer to search for personal property, including documents, mentioned in the war-

rant, used or intended to be used in the commission of a crime. (Sec. 95, G. O. No. 58.)

(*b*) In cases where it becomes necessary, upon reasonable suspicion but without the support of a warrant to search a person, the search will when practicable be conducted by an officer. If an officer is not available an experienced and trustworthy noncommissioned officer may perform the duty.

1196. Search Warrants are issued only upon probable cause, supported by oath or affirmation particularly describing the place to be searched and the person or things to be seized. The people are guaranteed the right of freedom from unreasonable searches and seizures. (Secs. 96 and 97, G. O. No. 58.)

1197. The Search Warrant must direct that it be served in the daytime, unless the affidavit positively asserts that the property is on the person or in the place ordered to be searched, in which case a direction may be inserted that it be served any time of the day or night. (Sec. 101, G. O. No. 58.)

1198. A Search Warrant is valid for ten days from its date. Thereafter it is void. (Sec. 102, G. O. No. 58.)

1199. (*a*) The officer seizing property under warrant must give a detailed receipt for it to the person on whom or in whose possession it be found, or in the absence of any person, must, in the presence of at least two witnesses, leave a receipt in the place in which it was found. (Sec. 103, G. O. No. 58.)

(*b*) The officer must forthwith deliver the seized property to the court, together with a complete inventory thereof duly verified by oath. (Sec. 104, G. O. No. 58.)

1200. A person charged with crime may be searched for dangerous weapons or anything which may be used as evidence in the commission of the crime. (Sec. 105, G. O. No. 58.)

1201. Any person who procures a Search Warrant maliciously and without probable cause, and any officer who unlawfully exceeds his authority or uses unnecessary severity in executing it, is punishable by imprisonment for not more than one year or by a fine not exceeding ₱1,000, or both such fine and imprisonment. (Sec. 106, G. O. No. 58.)

1202. A peace officer cannot trespass on private property for the purpose of searching for property stolen or embezzled, or for articles used to commit a felony, or intended for such use, unless he be provided with a Search Warrant. (Art. 205, No. 1, Penal Code.)

ESCAPE OR ATTEMPT TO ESCAPE OF PRISONERS

1203. Peace officers having prisoners in their charge must take every reasonable precaution to prevent an attempt to escape. An officer who kills a fleeing prisoner will be held liable unless it be clear that all proper precautions were taken to prevent an attempt to escape. (See Guard Regulations, P. C.)

1204. In determining the probability of an attempt to avoid arrest or to escape, due consideration should be given to the gravity of the offense, and the character, reputation, and station in life of the accused.

1205. The arrest of desperate criminals should be made by two or more persons so as to prevent attempt at escape or resistance. One or two persons should cover the party at a distance of about eight or ten paces with rifles or revolvers and demand his immediate surrender and the raising of his hands above his head.

1206. Attempts of prisoners to escape will be carefully guarded against. They should be required to walk in front of the patrol and at a distance of from three to six paces from it. In cases of necessity prisoners may be secured by ropes or handcuffs.

1207 (*a*) Provincial Commanders, or other responsible officers concerned will furnish the Adjutant with a detailed report of the circumstances attending every escape of a prisoner. Such reports will show the name of the person or persons (whether Constabulary or provincial or municipal guards are responsible for the escape) and the disciplinary or corrective measures, if any, that have been taken or are proposed in the case.

(*b*) Provincial Commanders reporting the escape of prisoners will give a complete description of any peculiarities that may facilitate arrest, and which may be of value to the Superintendent, Intelligence Division, when publishing the alarm. Photographs, if obtainable, will be included.

HABEAS CORPUS

1208. (*a*) A writ of Habeas Corpus is an order from a judge of a court of competent jurisdiction to produce the body of the person named therein before the authority issuing the order. (Act No. 190.)

(*b*) Application for the writ is made by petition, signed either by the party for whose relief it is intended, or by some person in his behalf, and must specify:

(1) That the person in whose behalf the writ is applied for is imprisoned or restrained of his liberty, the place where and the officer or person by whom he is confined or restrained, naming all parties if they are known, or describing them as fully as possible if they are unknown.

(2) If the imprisonment is alleged to be illegal, in what the alleged illegality consists.

(3) The petition must be verified by the oath or affirmation of the party making the application.

1209. (*a*) Upon receipt of a writ of Habeas Corpus issued by a judge of the Supreme Court or of a Court of First Instance, it is the duty

of a peace officer holding a prisoner to produce the body of the prisoner; that is, to bring him before the Court.

(*b*) The officer will at the same time make a return in writing; that is, a report to the Court setting forth the reasons for the restraint or detention of the prisoner and attaching the warrant, if there be one, on which the prisoner was arrested. (Sec. 538, Act No. 190.)

1210. No writ of Habeas Corpus can be disobeyed for defect of form, if it sufficiently appear therefrom in whose custody or under whose restraint the party is held and the court or judge before whom he is to be brought. (Sec. 546, Act No. 190.)

1211. A person discharged by order of a Court or Judge upon Habeas Corpus cannot be again imprisoned for the same cause, except in the following cases: (1) If he be discharged from custody based on a criminal complaint, and afterwards committed for the same offense by legal order or process; (2) if, after discharge for defect of proof or for any defect of process, warrant, or commitment in a criminal case, the prisoner be again arrested on sufficient proof and committed by legal process for the same offense. (Sec. 547, Act No. 190.)

SPECIAL PROVISIONS ON THE LAW OF ARREST AFFECTING THE CONSTABULARY AND THE MILITARY AND NAVAL SERVICE

1212. Member of the Constabulary shall ordinarily be liable to arrest by the civil authorities upon the same grounds and to the same extent as other persons; but when the Chief shall report to the Governor-General that in any province the efficiency of the Constabulary of the province is being interferred with by frivolous arrest and unfounded prosecutions leading to the imprisonment of members of the Constabulary and their unnecessary detention from duty, it shall be in the power of the Governor-General, if he finds the report to be well founded, by executive order to make the next succeeding section applicable to the method of arrests in such province. (Sec. 863, Adm. Code.)

1213. (*a*) When in respect to any province the Governor-General shall issue the executive order described in the next preceding section, and any officer or member of the Philippine Constabulary shall in such province be charged with the violation of any criminal law or ordinance and a warrant is issued for the arrest of the alleged offender, such warrant shall be placed in the hands of a Constabulary officer on duty in the province for execution; and it shall be the duty of said officer to arrest such person and bring him before the Justice of the Peace, or officer issuing such warrant, to be dealt with as the law directs. No officer or member of the police of a municipality in such province shall have authority to arrest an officer or member of the Constabulary upon any criminal charge, save for a criminal offense committed in his presence, and when such offense

is committed in his presence it shall be the duty of the municipal officer making the arrest to deliver the prisoner to the nearest Constabulary officer on duty in the province with a statement of the case of the arrest of the offender and the names of the witnesses to the offense; and it shall be the duty of the Constabulary officer receiving the prisoner, as soon as practicable, to bring him before a Justice of the Peace, or the Court of First Instance of the province, to be dealth with according to law.

(*b*) In case a Justice of the Peace shall bind over any such officer or member of the Constabulary to answer a criminal charge and such officer or member shall fail to give bail, the offense being bailable, the person so in custody shall be delivered to the ranking Constabulary officer on duty in the province for safekeeping. It shall thereupon be the duty of such officer safely to keep and produce the prisoner in due course before the proper court, there to be dealt with according to law. If necessary for the safekeeping of the prisoner in any such case he may be committed to the Provincial Jail by the officer aforesaid. (Sec. 864, Adm. Code.)

1214. No arrest of any officer, soldier, or civilian employee in the military service of the United States will be made on any military reservation, or in any camp or barracks except on warrant in due form in writting, a copy of which will be previously delivered to the Commanding Officer thereof; and no subpœna directed to any such officer, soldier, or civilian employee in the military service of the United States will be served on any military reservation, or in any camp or barracks without previously delivering a copy of such subpœna to the Commanding Officer thereof. (Sec. 500, Adm. Code.)

Article XXXIII.—EVIDENCE [11]

1215. While prosecutions are conducted under direction of the Attorney-General, the responsibility for securing evidence at the time of the commission of a crime, and afterwards, often rests with the Constabulary. The outcome of a trial often depends more upon the value and amount of evidence secured than upon the manner in which the prosecution is conducted in court.

1216. At a criminal trial there are generally three principal things to be established, viz.: (1) *That the offense charged has been committed;* (2) *that the accused committed it; and* (3) *that he committed it with the necessary criminal intent,* when a specific intent is an element of the offense.

1217. Peace officers called in to investigate a crime should reach the scene thereof as soon as practicable, and, if possible, before other persons have arrived.

1218. Officers arriving at the scene of a crime, such as robbery or murder, will make a searching investigation of all the surroundings, not only with the idea of noting things that may be of use in detecting or apprehending the perpetrator, but also for the purpose of noting any circumstances that may be of use as evidence against him when brought to trial. In important cases minute notes will be taken down in writing on the spot to assist the memory in further investigations, and photographs, freehand sketches, or maps of the surroundings may sometimes be useful.

1219. Courts determine the facts concerning any transaction by examination under oath of persons who were in a situation to see the occurrence or to obtain information concerning it from their physical senses, and from documents or articles, if any, connected with the transaction.

1220. A WITNESS is a person appearing in court to relate under oath such facts pertaining to the case as may be known to him. (See Sec. 55, G. O. No. 58).

1221. Evidence in criminal cases includes all matters of fact which the court allows to be submitted with a view to determining the guilt or innocence of the accused.

CLASSIFICATION OF EVIDENCE

1222. (*a*) Evidence is generally divided into three classes: *Oral evidence,* or the testimony of persons before the court; *written evid-*

[11] The paragraphs on Evidence are compiled from Underhill's Criminal Evidence and Davis Wintrop's Military Law.

ence—that is, documents of some sort connected with the case; and *real evidence*, consisting of objects or articles pertaining to the case for the inspection or examination of the court.

(*b*) Oral testimony is divided according to its character into direct and indirect.

(1) Oral testimony is said to be direct when the witness testifies to facts observed or learned by himself, and indirect when he derives his knowledge as to the particular facts from statements or declarations made to him by other persons.

(2) Indirect testimony is usually called *hearsay* evidence and as a general rule is not admitted.

(3) However, some kinds of hearsay evidence are generally admissible, namely: (1) Testimony as to declarations that may explain or illustrate the crime and which were uttered at the time the crime was committed or immediately in connection with it; (2) testimony of persons as to what has been told in their hearing by way of confessions made out of court; (3) the dying statement of a victim of a homicide.

(*c*) **Written evidence** is divided into **primary** and **secondary.** Primary evidence is the document itself; secondary evidence may be copies, facsimiles, or photographs, or oral testimony concerning the contents of a document, when it is not possible to produce the document itself. Documents are classified as public documents and private documents.

GENERAL PRINCIPLES

1223. Among the general rules connected with prosecutions are the following: (1) **The defendant in a criminal trial is presumed to be innocent of the crime of which he is charged until his guilt is proved beyond a reasonable doubt; (2) the burden of proving the guilt of the accused beyond a reasonable doubt is upon the presecution.**

RULES OF EVIDENCE

1224. (*a*) In order to assist in determining the truth concerning a case and in keeping out errors or falsehoods, there have been gradually evolved certain rules called rules of evidence.

(*b*) These rules are concerned with what is called the competency and the credibility of witnesses. *The competency and credibility of witnesses and the admission of testimony must be determined by the trial judge in any particular case.*

(*c*) **Competency** refers to whether a witness is allowed to testify at all or not; and credibility refers to the belief or weight that is to be given his testimony if he does testify.

(*d*) By law, in the Philippine Islands, all persons without exception who have organs of sense and can perceive, and who can make

known their perceptions to others, may be witnesses. Therefore, parties who have an interest in the trial are not excluded from testifying; nor are persons who may have been convicted of crime excluded; nor are persons excluded on account of opinions on matters of religious belief.

(*e*) Unless both consent, neither husband nor wife is a competent witness for or against the other in a criminal action to which either one or both are parties, except in case the crime is committed by one of them against the other.

(*f*) In all criminal prosecutions the evidence must be relevant to the issue, and the best evidence of which the case is susceptible must be produced.

(*g*) As a rule, testimony in the nature of *opinion* is excluded for the reason that witnesses are required to testify to facts only, leaving to the court the duty of deducing conclusions, or forming opinions as to the effects or consequences of such facts. There are two general exceptions to this rule, however. In the first place, any credible witness may testify as to opinions which are themselves conclusions drawn from numerous facts within the daily observation and experience of all intelligent persons. Such relate to the appearance or demeanor of a person; his sanity, sobriety, or identity, or his resemblance to another; his physical condition, whether sick or well; his condition as regards emotion or passion, as to anger, hope or fear, joy or sorrow, excitement or coolness, and the like. Second, the opinion of *experts* in an art, trade, or profession may, at the discretion and under the direction of the court, be given in evidence.

CHARACTER AND REPUTATION

1225 (*a*) The *character* of a person is what his nature and disposition really are; this can not, from its nature, be established by the testimony of witnesses. The outward manifestation of his character, however, or the *reputation* which he has in the community, is a fact and is susceptible of observation and can be established like other facts by testimony. Briefly, character is what a person is; reputation is what he appears to be.

(*b*) The accused always has the right to introduce evidence to prove his previous good character and reputation. He may bring witnesses to testify as to the reputation he enjoys as to sobriety, integrity, or morality. Such witnesses brought by the accused may be cross-examined by the prosecution as any other witnesses are.

(*c*) The prosecution can not introduce evidence to show the bad character or criminal record of the *accused*, unless the latter brings the subject up by introducing testimony to show his good character. In this case evidence as to bad character of the accused may be produced by witnesses who know his reputation in his neighborhood, or who know of his crimes or convictions.

(*d*) The general reputation of a *witness* for truth and veracity may be shown by the testimony of witnesses who know such reputation, and such impeaching witnesses may be asked whether or not they would believe such person under oath.

PRIVILEGED QUESTIONS

1226. Witnesses are permitted to refuse to answer certain questions which are said to be privileged. The following are illustrative of matters that are generally classed as privileged:

(*a*) **State secrets** which it would be injurious to public interest to divulge.

(*b*) **Communications to police.** The disclosure in court, or elsewhere, of the names of persons who give information to the police against criminals is always forbidden as a protection to such persons, and because their general duty toward society requires everybody to give information concerning crime.

(*c*) **Disclosures made by a person to his legal adviser.**

(*d*) **Communications between husband and wife.**

(*e*) **Questions tending to make the witness incriminate himself** or lay himself liable to prosecution for a grave offense.

(*f*) **Questions tending to degrade and disgrace the witness.**

(*g*) **Communications to a spiritual adviser.** Confessions made to a priest are privileged and the latter can not be required to testify concerning them. This applies to statements made to spiritual advisers in their professional capacity; communications made otherwise than in their professional capacity are not privileged.

CREDIBILITY OF TESTIMONY

1227 (*a*) The court determines the amount of belief or credibility to be attached to the testimony of any witness. The presumption of the law is that a witness testifying under oath speaks the truth. In a particular case, however, regard must be had as to the witness' capacity, whether he was able to see and to understand the transaction; whether he was prejudiced or impartial, or whether he has some motive that might lead him to fabricate that which he did not see. If one witness testify positively and another one negatively and both are believed equally credible, greater weight is usually attached to the positive testimony. Also the testimony of one credible witness who testifies positively to a fact is entitled to more consideration than that of serveral equally credible witnesses whose statements are negative and to the effect merely that they did not see or hear a certain thing.

(*b*) The court also determines the credibilty to be given the testimony of persons who themselves have been convicted of crime; of accomplices and confederates; of persons interested in the case; of persons deficient in understanding in some way; of children or persons of weak intellect.

(*c*) The confidence to be placed in the testimony of a witness may be increased or diminished by the concurrence of his testimony with that of others; but no witness can fairly be expected to remember all the details of any transaction, and if he claim to do so, suspicion concerning his truthfulness is quickly aroused. Therefore, witnesses who unintentionally omit details that are supplied by others, or who apparently contradict other witnesses on minor points and the contradiction is fully reconcilable by a person possessing a full knowledge of the whole subject, are generally telling the truth.

(*d*) The credibility of a witness may be drawn in question by the manner in which he testifies, by the character of his testimony, by the testimony of other witnesses, or by evidence affecting his character for truth and veracity, or evidence as to his motives.

ACCUSED AS A WITNESS

1228 (*a*) The accused can not be required to testify as a witness in his own behalf. He has the right to testify, if he so desires. His refusal to testify can not be regarded as evidence against him.

(*b*) If the accused does testify, then his credibility as a witness or the amount of belief to be put in his statements is for the judge to determine. He may be cross-examined like other witnesses, or his reputation for veracity may be brought into question. His general character can not, however, be attacked unless he has first introduced evidence as to his good character. On cross-examination he may be questioned concerning previous arrest or convictions; also concerning previous statements made by him which are contradictory to his testimony, or about attempts to bribe witnesses, and other similar matters.

INTOXICATION NO EXCUSE

1229. Voluntary intoxication furnishes no excuse for a crime committed under its influence. Evidence of intoxication is sometimes relevant, however, not particularly as a defense but to show the condition of the prisoner; thus, if the bodily powers of the accused were so far subjugated by intoxicating drink that he was physically unable to make the motions involved in the commission of a certain offense, his drunkenness might be proven to show that he could not have committed the crime.

CIRCUMSTANTIAL EVIDENCE

1230 (*a*) Although positive proof is desirable, it is not always possible or necessary, and a conviction may be had on circumstantial evidence—that is, evidence in which the guilt of the accused is inferred from his acts and from other facts and circumstances established.

(*b*) The necessity of resort to circumstantial evidence is apparent in the nature of things. Naturally a criminal will endeavor to perform his deeds in secrecy, and he will try to choose the time and occasion most favorable to conceal them.

(*c*) Circumstantial evidence alone is enough to convict, provided the court is thereby convinced beyond a reasonable doubt of the guilt of the accused.

(*d*) Each circumstance must be fully proved, all the circumstances must be consistent with each other and inconsistent with the innocence of the defendant, and with every rational hypothesis except that of the guilt of the defendant.

PROOF OF INTENT

1231. It is not always possible to procure direct testimony concerning the intent of the accused, but evidence concerning his actions or words as tending to show his intent is admissible. A man is presumed by the law to intend the natural consequence of his actions.

CONFESSIONS

1232 (*a*) Confessions form one of the most important classes of evidence with which peace officers have to deal.

(*b*) A confession is a voluntary statement communicated to another by a person charged with the commission of an offense, wherein he acknowledges himself to be guilty of the offense charged.

(*c*) An admission is a statement, oral or written, or an act which amounts to an affirmance of some fact material to the issue, where such affirmance would be against the interest of the party making it.

(*d*) Any statement or admission of an accused person not amounting to an acknowledgment of guilt but tending to prove the guilt of the accused is admissible as evidence against him.

(*e*) Confessions are classed as judicial—that is, those made before a court in the nature of a plea of guilty—and extrajudicial, or those made out of the court.

(*f*) Judicial confessions made in open court by an accused having sufficient mental capacity to understand the nature and consequence of his act are the strongest sort of evidence and justify conviction even in the gravest cases.

(*g*) The value of confessions as evidence depends upon their truthfulness, and in determining the amount of belief to be attached to a confession courts examine very closely into the manner in which they were made. Confessions made by persons under the charge of police or detectives, or others engaged in the detection of crime, are always received with suspicion.

(*h*) By law, in the Philippines, no confession of a person charged with a crime can be received as evidence against him unless it is first shown to the satisfaction of the court that it was made freely and voluntarily and not as the result of violence, intimidation, threat,

malice, or promises or offers of reward or leniency. The main reason for rejecting confessions uttered under such circumstances is the great probability that the prisoner has been influenced to speak what is not true.

(*i*) Confessions obtained by any means of coercion are objectionable, not only in that they are obtained illegally, but also from the fact that testimony so obtained is generally found to be worthless.

(*j*) Confessions made out of court under such circumstances as to make them admissible as evidence may be proven by the testimony of persons who heard them. Peace officers having prisoners in their charge who express a desire to confess should always have at least two persons of reputable character to hear the confession, so that they may testify later to it in court, if necessary.

(*k*) If the only evidence is a confession not made in open court, the fact that a crime has been committed should be separately established before introducing the confession.

(*l*) The mere fact that the defendant was under arrest or in charge of armed peace officers when he made his confession, or that he was confined in prison, does not make a confession involuntary, provided no means of coercion were used. A confession made to another prisoner under the erroneous impression that one prisoner can not testify against another is not for that reason inadmissible.

(*m*) A confession need not necessarily be spontaneous, but may be the result of frequent questioning, or induced in various ways, such as the exhortation of a spiritual adviser, or by appeals to the accused founded on the claims of justice or on the rights of other persons whose safety is involved.

(*n*) If an accused makes a free, voluntary confession and is willing for it to be committed to writing and to sign the same, this should always be done in the presence of witnesses when possible.

(*o*) A person may be a competent witness who has heard remarks of a prisoner made to himself or to another person, as his wife, his attorney, or spiritual adviser, when such other person may be incompetent as a witness.

(*p*) A confession need not be entirely by word of mouth, but may be made by signs, such as an affirmative nod, in respone to a direct accusation of crime. If the accusation is coupled with a threat or promise, such gestures would have to be rejected as not being voluntary.

(*q*) Confessions when used as evidence must be introduced in their entirety and no part can be omitted.

DYING DECLARATIONS

1233 (*a*) Testimony of persons who heard the dying declarations of a victim of a homicide, referring to the facts concerning the case and the circumstances of the crime, and uttered under a fixed belief

that the death was near and certain is admissible as evidence. Such declarations may be introduced in favor of or against the accused. To be of value as evidence they must have been made under the consciousness of approaching death, and the prosecution must show from the circumstances that the victim had reason to believe that his end was very near.

(*b*) It is not necessary that the person should have been formally examined or questioned as though he were a witness. Dying declarations even when brought out by persistent questioning or persuasion or solicitation are admissible. They are usually oral, although they may be made by signs or gestures. They are admitted only in a case of homicide of which the declarant is the victim.

DEMEANOR OF ACCUSED SUBSEQUENT TO CRIME

1234. It is proper to secure evidence concerning the appearance and bearing of the accused when confronted with the consequence or scene of the crime. Such matters as offering to pay money to stifle the investigation or prosecution, his flight or attempt to escape or to conceal himself, resistance to arrest, the fabrication or suppression of evidence, attempts to influence or corrupt the witnesses for the State may be shown.

DOCUMENTARY EVIDENCE

1235 (*a*) Public documents are proved by introducing copies properly certified to by their custodian as required by Act No. 190; if necessary, the custodian of the document may be subpœnaed as a witness to identify it.

(*b*) The best evidence of the contents of a private document is the paper itself. If the paper be lost, or where it can not be produced, the introduction of copies or the testimony of witnesses familiar with the document and its contents is permissible. Private documents and telegrams are procurable as evidence on proper subpœna by the court.

TESTIMONY OF ACCOMPLICES

1236 (*a*) The credit to be given to the evidence of an accomplice who testifies against his comrades in a crime is determined by the court, and depends much upon his manner of testifying and his appearance upon the stand, as well as upon whether his testimony be corroborated or partly corroborated by other credible evidence.

(*b*) An accomplice who, confessing his own guilt, testifies against an associate has no legal right to demand exemption from prosecution for the crime he confesses. But an accomplice whose evidence places him where he could be easily convicted, and who contributes to the conviction of another has a strong moral and equitable claim to clemency. In such case an accomplice is frequently not prosecuted. No member of the Constabulary is authorized to commit the Govern-

ment by a promise that a prisoner will not be prosecuted; all that can be promised by a member of the Constabulary is that he himself will not prosecute a prisoner; or, if authorized by them, that his superiors in the Constabulary will not prosecute him. This would not prevent the Governor-General or Attorney-General from directing a prosecution if deemed best. Such a promise by Constabulary officers will be made only for good reasons and if the prisoner shall have rendered such service to the Government as to make it proper. Constabulary officers will be careful that the limitations on their authority to make such promises be clearly understood, otherwise ignorant persons will naturally think that Constabulary officers speak for the Government.

(*c*) An accomplice in the commission of a crime, discharged by the court in order that he may be a witness for the Government, may be prosecuted for the same offense in case of his failure to appear to testify, or having appeared, he testify falsely.

1237 (*a*) Subornation of perjury is the offense of procuring any other person knowingly to testify falsely.

(*b*) Wilful false swearing on the part of a witness before a court as to some material fact is punishable as perjury. The Penal Code provides penalties for false testimony before courts in criminal cases, and makes a distinction between false testimony against the accused, false testimony in favor of the accused, and false testimony that neither prejudices nor favors the accused.

1238. If the judge of a court be satisfied, by proof or oath, that there is reason to believe that a material witness on the part of the prosecution will not appear and testify when required, he may order the witness to give bail in such sum as he may deem proper for such appearance. Upon refusal to give bail, the court must commit him to prison until he complies or is legally discharged. If, however, it shall satisfactorily appear that the witness can not procure bail as directed by the order of the court, he may forwith be conditionally examined. Such examination must be by question and answer, in the presence of the defendant, or after due notice to attend the examination has been served on him, and it will be conducted in the same manner as an examination at the trial. His testimony taken, the witness must thereupon be discharged.

1239. While a witness is under examination, the magistrate may exclude all witnesses who have not testified. He may also cause witnesses to be kept separate and to be prevented from conversing with one another until all shall have been examined.

Article XXXIV.—PROSECUTION

1240 (*a*) Prosecutions in the Courts of First Instance are conducted on behalf of the Government by the prosecuting officers under the direction of the Attorney-General.

(*b*) Provincial Fiscals are the provincial representatives of the Attorney-General's Office, and habitually conduct prosecutions. The Attorney-General exercises general supervision over all Provincial Fiscals and their work. (Sec. 5, G. O. No. 58.)

1241. All prosecutions for public offenses are conducted in the name of the people of the Philippine Islands against all persons who appear to be responsible for, or implicated in such offenses. (Sec. 1, Act No. 2886 and Secs. 1 and 2, Act No. 2709.)

1242. When criminal cases prosecuted by the Constabulary are brought to trial before the Courts, motions for postponement may be presented by the attorneys for the accused. In such cases, if the prosecuting attorney of his own initiative fail to object to such motion notwithstanding that it may be irrelevant or subversive of justice or calculated to cause unnecessary delay and expense, **the officer in charge of the case should file a protest in writing,** through the prosecuting authority, against postponement.

1243 (*a*) When deemed necessary by the Governor-General or the Attorney-General, the latter or one of his assistants may go to any province to conduct the prosecution of any case or to assist the Provincial Fiscal in prosecutions.

(*b*) **Requests from a Provincial Commander for such assistance, or recommendations by him concerning it, will be made to the Chief in ample time before the session of the Court, giving all the essential circumstances.**

1244 (*a*) The Provincial Fiscal is the legal adviser of the Provincial Government, and Provincial Commanders may request his opinion on matters of law without reference to higher authority.

(*b*) Matters concerning which the opinion of the Attorney-General may be desired will be reported through the Chief to the Secretary of the Interior.

1245. On account of the closely allied nature of their duties, and the importance thereof to the public welfare, members of the Corps should work in harmony with Provincial Fiscals and keep in close touch with them. They will keep the Fiscal advised as to the evidence in their possession and will consult with him as to its value and as to what further evidence may be needed, making every effort to secure all necessary evidence.

1246. Constabulary officers will report to the Provincial Fiscal the name of any member of the Constabulary guilty of a serious offense, together with the names of the witnesses, so that the Fiscal may institute prosecution.

1247 (*a*) The Government will not render assistance in paying counsel fees for the defense of members of the Constabulary in prosecutions for personnal violations of the laws, or in prosecutions for plain abuse of authority or for offenses committed under color of their authority as peace officers.

(*b*) In cases where legal proceedings, whether civil or criminal, are instituted against a member of the Constabulary because of acts performed in good faith in the public service and in conformity with his official duty, a special report will be made to the Chief who will immediately cause an administrative investigation to be made of all the circumstances of the case. If as a result of the investigation it becomes apparent, beyond reasonable doubt, that the member of the Constabulary concerned was not criminally culpable and should be exonerated, the Governor-General may at his discretion authorize the employment by the Chief of counsel for the defense of the accused. But in cases where ignorance of the law or mistaken judgment on the part of a member of the Constabulary result in legal proceedings, he will be required to reimburse the Government with all legal expenses which may have been advanced on his behalf, even though his acts were done in good faith and in the line of duty.

1248. Constabulary officers will if practicable be present at the preliminary examinations of important cases before Justices of the Peace, in which case they are usually allowed to examine and cross-examine witnesses and to assist in bringing out the truth. At the prosecution of such cases before the Court of First Instance the Provincial Commander and other members of the Constabulary best acquainted with the case will be present or available so that they may assist the Fiscal in court if the latter should desire it. They are not themselves permitted to take part in the conduct of the case.

1249. Peace officers will place all available evidence in the hands of the Fiscal in ample time for him to study carefully and prepare cases, and will render him all assistance practicable.

1250. In preliminary investigations before Justices of the Peace Courts, it is necessary to produce only sufficient testimony to show reasonable cause to believe that an offense has been committed, and that the guilt of the accused is probable. It is not necessary, nor is it always desirable, to produce at such time all the testimony, or even the names of all the witnesses, that may be at hand. (Secs. 1 and 2, Act No. 194, and sec. 37, Act No. 1627.)

1251. In important cases the statements made by witnesses under oath at preliminary investigations will be taken down word for word by the Constabulary officer in charge of the case, or by some member of the Constabulary detailed by him for the purpose. These statements, signed and sworn to (or even without signature, if it be impracticable to obtain it), will ordinarily be valuable to the Fiscal in prosecuting cases.

1252. The statements of witnesses who report the commission of a crime, or who may be interviewed by peace officers, should be recorded in writing, after the officer has carefully examined and cross-examined them and is satisfied as to the general truth of the statements and as to their value as evidence.

Such persons will immediately be taken before a Justice of the Peace or notary public to sign and make oath to the declaration. Such written statements assist the memory in further investigations, and are useful at the trial later.

Officers should remember that such affidavits or declarations are usually *ex parte* in character and they will be careful to weigh their value as evidence, as they constitute the statement generally of but one part or side of a case.

1253. An affidavit is a statement or declaration in writing made upon oath and signed before an authorized magistrate or notary public. An affidavit may be taken before any judge, or clerk of any court, or any Justice of the Peace, or notary public in the Islands.

1254. Officers investigating a case should be most careful to conduct the investigation with an open mind in an endeavor to obtain the truth only. They must guard against efforts to prove merely some theory as to a case which they may have formed in their own minds or that may have been communicated to them by others, and against being misled by persons who themselves may have a motive to direct the investigation in a certain direction.

1255. Subsequently to the preliminary investigation additional evidence may be obtained before the trial of a crime. Officers in charge of cases will follow them up and obtain all possible additional evidence and send it to the Provincial Commander so that it may be placed in the hands of the Fiscal. All original and additional evidence should be systematically recorded, so that an officer's successor may intelligently follow the case.

1256. Members of the Constabulary will use every endeavor to prevent any false imprisonment or prosecution on account of envy, hatred, or malice, as well as to see that no just prosecution be abandoned on account of fear, favor, or affection.

1257. Any member of the Constabulary who may know of a contemplated criminal act, or of any act that may lead to the commission of crime, will do his utmost to prevent it rather than allow it to

continue merely for the purpose of securing the conviction of the offenders.

1258. Officers charged with making an investigation should bear in mind that their duty is not to attempt on one side to prosecute or condemn, nor on the other side to defend or acquit, the person whose conduct is under inquiry, but that their duty is to find out just what occurred or happened and to report the facts.

1259. Laws can be readily and uniformly enforced only if they be obeyed, both in the letter and the spirit, by those public servants who are primarily charged with their enforcement. No officer or agent of the Constabulary may himself violate the law in order to bring a malefactor or outlaw to justice.

1260. To encourage private individuals in communicating to the proper officials any information which they may posses regarding the commission of a crime or the identity or whereabouts of criminals, their names should not be disclosed except in open court and only then when required by the trial judge.

1261. As a deterrent to criminal or lawless activities, and for the general moral effect, exemplary measures will habitually be directed against principals rather than against the mass of more ignorant and credulous followers. The general policy to be followed by all officers will be to apply their best efforts toward the apprehension, prosecution, and conviction of the instigators and ringleaders of vicious or disorderly deeds or movements. This rule applies especially to disturbances of a fanatic character.

Article XXXV.—GENERAL PROVISIONS

RELATION WITH REPRESENTATIVES OF THE FEDERAL AND INSULAR GOVERNMENT

1262. All Constabulary officers will exert themselves to maintain friendly and helpful relations with the Army and Navy and other branches of the Federal Service, with all Bureaus of the Insular Government, and with all Consular bodies accredited to the Islands.

1263. In cases of unusual emergency, or where field operations become so widespread or protracted as to be beyond the control of the Constabulary, units of the Philippine Scouts may, upon request of the Governor-General, be directed by the Department Commander (United States Army) to assist the Insular Government forces in the restoration and preservation of order. In such cases all Constabulary officers employed in field service in conjuntion with Federal troops will exert every effort to ensure cordial relations and effective coöperation between Constabulary organizations and Scout units, bearing in mind that the law provides that under no circumstances shall Scout detachments or individual soldiers be subject to the orders of Constabulary officers below the grade of Assistant Chief.
(Act of Congress, Jan. 30, 1903.)

1264. The attitude of the Constabulary toward other Bureaus will be that of sympathetic interest in their work. Some Bureaus have agents employed in the provinces with whom Constabulary officers constantly come in contact. Officers are expected to familiarize themselves with the general work of such agents of the other Bureaus, and assist them as occasion may arise. Officers will remember however, that they are responsible only for the work of the Corps, and will not unnecessarily intervene in the work of another Bureau or criticise its agents or policies.

1265. Whenever it may seem desirable, District Commanders may apply to the Chief requesting that a particular officer (or officers) at certain stations be given the powers of Customs or Internal Revenue Officers. Customs powers will not be given Constabulary officers at points where customs officers are stationed. (Sec. 1146, Adm. Code.)

1266. An officer detached for special duty with another branch of the Government service, will report from time to time to the Adjutant the nature of his duties and any change of his address.

1267. Municipal officials are subject to arrest for violations of the law. Before assisting in the prosecution of a municipal official,

except in the case of a grave crime, the Constabulary must have the specific authority of the Chief or District Commander, or must do it in conjunction with the Provincial Governor, or with his direct approval. In the case of a grave, or violent crime committed by a municipal official the Constabulary will promptly make the complaint and arrest, as in other cases.

1268. Officers reporting upon petitions for pardon will include in their reports a statement showing whether any fine or indemnity imposed by the Court has been paid whether the petitioners are willing and able to pay such fine or indemnity. In case of offense of a private nature, such as adultery, insults, etc., the views of the offended party with reference to clemency, or their objections to, it should be ascertained and embodied in the report.

COÖPERATION WITH PROVINCIAL AND MUNICIPAL OFFICIALS

1269. It is the duty of all members of the Constabulary to coöperate with and support Provincial Governors in the maintenance of law and order, in the suppression of crime, and in the various other measures and activities in the interests of good Government and the public welfare for which they are administratively responsible. Officers will bear in mind that their ability to work harmoniously with Provincial Governors and other responsible officials will in large measure determine their success in the discharge of their duties.

1270. Upon the request (in writing), of the Provincial Governor, it is the duty of the Provincial Commander to suppress rioting and lawlessness, and to apprehend offenders against the law, and to assist the municipal police in the discharge of their duties. (Sec. 838, Adm. Code.)

1271. In any province in which, in the opinion of the Governor-General, the security of the provincial jail is inadequate he may in his discretion direct the senior Constabulary officer of the province to assume custody of the jail, and under the general supervision of the Provincial Governor, guard the prisoners therein, using for this purpose members of the Philippine Constabulary. Such action will in no wise remove the liability of the province for expenses incident to the maintenance of prisoners, or to repairs or construction of the jail; but the payment and subsistence of Constabulary guards shall be at the expense of the Constabulary. (Sec. 1735, Adm. Code.)

1272. Provincial and municipal officials should not be encouraged to believe that the Constabulary will support them in any misuse of their authority; but it should be made clear to them that the Corps will accord them every assistance in carrying out the law and in furthering the functions and purposes of Government.

1273. The attitude of the Constabulary toward municipal officials will be one of helpful assistance and not of criticism or fault-finding. By manner and action officers should endeavor to convince local of-

ficials that the Corps is a friend and protector of the people and not a harsh and unsympathetic mentor.

1274. Members of the Constabulary must avoid a habit of discrediting the good faith and of questioning the motives of local officials or other residents. They must be careful not to infer duplicity or prevarication in people merely upon hearsay or circumstantial evidence, or to be adversely influenced because of individual peculiarities. The cultivation of suspicion invariably arouses counter-suspicion, and impairs mutual confidence and harmony. A scrupulous and intelligent officer will know how to measure the good points in an individual as well as his apparent faults, and where there is a doubt to give him the benefit of it.

1275. The Constabulary is not charged with the duty of enforcing municipal ordinances and will not make arrests for their violation unless the Department Secretary or the Provincial Governor request it in writing. Such request may refer to the enforcement of the ordinances, or any particular ordinance or ordinances, of any or all the municipalities of the province. Provincial Commanders will forward copies of all such requests, with full report of action taken, or proposed to the Adjutant, through Constabulary channels. (Sec. 848, Adm. Code.)

1276 (*a*) Members of the Constabulary are not required to enforce good order in and about a court room, except when neither a provincial guard nor a policeman is available and then only when the local Station Commander has approved of the detail as an emergency measure. (Sec. 188, Adm. Code.)

(*b*) Members of the Constabulary are not required to serve criminal processes other than Warrants of Arrest or Search Warrants. In non-Christian provinces they may render such assistance to the Courts, at the discretion of the Provincial Commander. (Opinion, Att.-Gen. and see also par. 933.)

1277. Persons who come to the Constabulary with reports concerning the incompetency or maladministration of municipal officials will be advised that such matters are under the control of the Provincial Governor and Provincial Board, and they will be informed of the provisions of the Administrative Code covering such cases and told how to report conditions themselves to the Provincial Governor. Anything that savors of encouraging captious or unfounded reports will be avoided. If the relations of the Constabulary to all parties are good they can often adjust matters that give rise to complaints and do much to prevent needless accusations.

1278. If an officer is satisfied that there has been grave dereliction of duty on the part of a municipal official of which the Governor is ignorant and of which he should be informed for the reason that it may tend to disturb local tranquility, he should report the matter confidentially to the Provincial Commander, who may in his discretion report it (also confidentially) to the Governor, or, if immediate

action is not urgently required, consult the District Commander or other superior Constabulary authority. Affairs of this kind are on no account to be made subjects of promiscuous conversation. They are to be treated as strictly confidential, in letter and spirit.

1279. Constabulary officers will be cautious about repeating statements made to them concerning the official conduct of provincial or municipal officers by political or personal opponents. It is not the function of officers to give unsolicited advise to provincial or municipal authorities or to criticise them, as they are in no way responsible to the Constabulary for the performance of their duties.

1280. Should local officials consult members of the Constabulary concerning matters of local interest under consideration by Provincial Board or Municipal Councils, discretion on the part of officers requires that suggestions made by them, and which are adopted, be not made a subject of general conversation.

RELATION WITH THE PEOPLE

1281. Constabulary officers, when assigned to a province, are expected to take systematic measures to familiarize themselves with local, agricultural, labor, and general conditions and with local customs. Conduct that ignores local aspirations or prejudices inevitably creates friction and unpopularity and is subversive of progress and development.

1282 (*a*) The Constabulary will take part in local ceremonies or parades on the Fourth of July, Rizal Day, or other holidays, when sufficient men are available and when desired by those in charge of the arrangements.

(*b*) The Constabulary will not take part in parades or processions of a political or partisan character; nor will the uniform nor the display of armed force be inappropriately exploited on any occasion or at any time.

1283. In the detection of crime, and in the investigation and suppression of organized lawlessness, an officer should make it his first business to seek and expose the motive. To facilitate this it is important that he be familiar with local and industrial conditions; conversant with (though not participant in), factional disputes or feud; and that he possess the respect and confidence of local officials and prominent citizens.

1284. Constabulary officers who are successful in keeping in close touch with the people and in convincing them that the purposes of the Corps are friendly and protective may often render valuable service toward adjusting local disagreements or settling differences that if allowed to develop might give rise to disturbance. By taking a kindly interest in popular affairs and participating in local celebrations officers will find a means of becoming acquainted with the people, and of making friends who may, in consequence, be willing and able in various ways to assist them in their work.

1285. Constabulary officers are expected to cultivate and practice a habit of reticence. They must develop their powers of observation, but extremely cautious about expressing their views or taking any part in discussions of a political or partisan nature. Uncalled for criticism is without value and can only serve to arouse antagonism against individual officers and indirectly against the Corps as a whole. Officers should be habitually frank and direct in manner, and open and above board in method, in their relations with the people, whether official or social.

1286. The preservation of law and order may generally be accomplished by the cultivation of mutual sympathy and confidence between the Constabulary and the officials and residents of a locality. To this end all officers are enjoined to preserve a courteous bearing and a helpful attitude to all classes of the community among whom they serve and with whom they come in contact.

1287. It should be a point of honor with members of the Constabulary to keep faith with the people with whom they deal. To this end they should see that promises made by them are kept. Promises which are doubtful of fulfillment are not to be made, nor are hopes to be encouraged unless there is a reasonable probability of their realization.

1288. Members of the Constabulary will avoid altercations and heated arguments concerning public questions, as well as expressions of opinion of a political or partisan nature. These are rarely convincing, and may damage the reputation of the Corps for impartiality, discretion, and stability of judgment.

CONDUCT OF THE CONSTABULARY DURING POLITICAL CAMPAIGNS AND ON ELECTION DAY

1289. During a political campaign and on election day, Constabulary officers should conform to the policy of the United States Army during a political campaign in the United States. As members of the armed force of the Philippine Government, Constabulary officers will not take sides in any election, nor favor any candidate or party, nor allow enlisted men to congregate near the polls, nor have detachments on duty in the immediate vicinity such as might give rise to suspicion of partiality by a show of force.

1290. All regular patrols will be withdrawn on election day. All members of the Constabulary should be discourage from voting. However, enlisted men who are qualified voters will not be prohibited from going to polling places singly to cast their votes. In such cases they will be required after voting to return immediately to barracks, where they will be required to remain prepared for any emergency.

1291. Members of the Constabulary will not commit themselves to perform unauthorized or illegal acts, such as sending detachments to municipalities or polling places upon request of Provincial or

Municipal Officials, entering election booths in an official capacity without being requested to do so by the Board of Inspectors, arresting Inspectors and removing them from their posts upon warrants issued by a local Justice of the Peace, forcibly removing Inspectors from their posts of duty upon written order of a Municipal President, volunteering advice to Inspectors as to the manner in which they should conduct the election, or assuming charge of or responsibility for ballot boxes and unused ballots, without an order from a Court of competent jurisdiction. (Sec. 449, Adm. Code, as amended by Act No. 3387.)

1292. Requests in writing from a Board of Inspectors for the Constabulary to preserve order around the polling places will be complied with. Similar requests from other sources will be refused. In case of a contest between different groups of Inspectors, each claiming to be legally constituted, the duty of the Constabulary, if its assistance is requested, will be to recognize and support the Inspectors who hold certificates of appointment signed by the Municipal President. If no one holds such certificates, the Constabulary will recognized the Board designated by the legal voters present, as authorized in section 422 of the Administrative Code, as amended by Act No. 3387.

1293. Constabulary officers will not make investigations of alleged violations of the election law upon their own initiative for the purpose of presenting complaints. They will confine their activities in this respect to coöperating with the Fiscal. However, they are not prohibited from making confidential investigations the result of which will be reported to the next higher Constabulary authority.

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APPENDIX I

ORGANIC ACT FOR THE PHILIPPINE ISLANDS COMMONLY KNOWN AS THE "JONES LAW"

[PUBLIC—No. 240—64TH CONGRESS]

[S. 381]

AN ACT TO DECLARE THE PURPOSE OF THE PEOPLE OF THE UNITED STATES AS TO THE FUTURE POLITICAL STATUS OF THE PEOPLE OF THE PHILIPPINE ISLANDS, AND TO PROVIDE A MORE AUTONOMOUS GOVERNMENT FOR THOSE ISLANDS.

WHEREAS it was never the intention of the people of the United States in the incipiency of the War with Spain to make it a war of conquest or for territorial aggrandizement; and

WHEREAS it is, as it has always been, the purpose of the people of the United States to withdraw their sovereignty over the Philippine Islands and to recognize their independence as soon as a stable Government can be established therein; and

WHEREAS for the speedy accomplishment of such purpose it is desirable to place in the hands of the people of the Philippines as large a control of their domestic affairs as can be given them without, in the meantime, impairing the exercise of the rights of sovereignty by the people of the United States, in order that, by the use and exercise of popular franchise and governmental powers, they may be the better prepared to fully assume the responsibilities and enjoy all the privileges of complete independence: Therefore

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the provisions of this Act and the name "The Philippines" as used in this Act shall apply to and include the Philippine Islands ceded to the United States Government by the treaty of peace concluded between the United States and Spain on the eleventh day of April, eighteen hundred and ninety-nine, the boundaries of which are set forth in Article

III of said treaty, together with those islands embraced in the treaty between Spain and the United States concluded at Washington on the seventh day of November, nineteen hundred.

SEC. 2. That all inhabitants of the Philippine Islands who were Spanish subjects on the eleventh day of April, eighteen hundred and ninety-nine, and then resided in said islands, and their children born subsequent thereto, shall be deemed and held to be citizens of the Philippine Islands, except such as shall have elected to preserve their allegiance to the Crown of Spain in accordance with the provisions of the treaty of peace between the United States and Spain, signed at Paris December tenth, eighteen hundred and ninety-eight, and except such others as have since become citizens of some other country: *Provided*, That the Philippine Legislature, herein provided for, is hereby authorized to provide by law for the acquisition of Philippine citizenship by those natives of the Philippine Islands who do not come within the foregoing provisions, the natives of the insular possessions of the United States, and such other persons residing in the Philippine Islands who are citizens of the United States, or who could become citizens of the United States under the laws of the United States if residing therein.

SEC. 3. That no law shall be enacted in said islands which shall deprive any person of life, liberty, or property without due process of law, or deny to any person therein the equal protection of the laws. Private property shall not be taken for public use without just compensation.

That in all criminal prosecutions the accused shall enjoy the right to be heard by himself and counsel, to demand the nature and cause of the accusation against him, to have a speedy and public trial, to meet the witnesses face to face, and to have compulsory process to compel the attendance of witnesses in his behalf.

That no person shall be held to answer for a criminal offense without due process of law; and no person for the same offense shall be twice put in jeopardy of punishment, nor shall be compelled in any criminal case to be a witness against himself.

That all persons shall before conviction be bailable by sufficient sureties, except for capital offenses.

That no law impairing the obligation of contracts shall be enacted.

That no person shall be imprisoned for debt.

That the privilege of the writ of habeas corpus shall not be suspended, unless when in cases of rebellion, insurrection, or invasion the public safety may require it, in either of which events the same may be suspended by the President, or by the Governor-General, wherever during such period the necessity for such suspension shall exist.

That no ex post facto law or bill of attainder shall be enacted nor shall the law of primogeniture ever be in force in the Philippines.

That no law granting a title of nobility shall be enacted, and no person holding any office of profit or trust in said islands shall, without the consent of the Congress of the United States, accept any present, emolument, office, or title of any kind whatever from any king, queen, prince, or foreign State.

That excessive bail shall not be required, nor excessive fines imposed, nor cruel and unusual punishment inflicted.

That the right to be secure against unreasonable searches and seizures shall not be violated.

That slavery shall not exist in said islands; nor shall involuntary servitude exist therein except as a punishment for crime whereof the party shall have been duly convicted.

That no law shall be passed abridging the freedom of speech or of the press, or the right of the people peaceably to assemble and petition the Government for redress of grievances.

That no law shall be made respecting an establishment of religion or prohibiting the free exercise thereof, and that the free exercise and enjoyment of religious profession and worship, without discrimination or preference, shall forever be allowed; and no religious test shall be required for the exercise of civil or political rights. No public money or property shall ever be appropriated, applied, donated, or used, directly or indirectly, for the use, benefit, or support of any sect, church, denomination, sectarian institution, or system of religion, or for the use, benefit, or support of any priest, preacher, minister, or other religious teacher or dignitary as such. Contracting of polygamous or plural marriages hereafter is prohibited. That no law shall be construed to permit polygamous or plural marriages.

That no money shall be paid out of the treasury except in pursuance of an appropriation by law.

That the rule of taxation in said islands shall be uniform.

That no bill which may be enacted into law shall embrace more than one subject, and that subject shall be expressed in the title of the bill.

That no warrant shall issue but upon probable cause, supported by oath or affirmation, and particularly describing the place to be searched and the person or things to be seized.

That all money collected on any tax levied or assessed for a special purpose shall be treated as a special fund in the treasury and paid out for such purpose only.

SEC. 4. That all expenses that may be incurred on account of the Government of the Philippines for salaries of officials and the conduct of their offices and departments, and all expenses and obligations contracted for the internal improvement or development of the Islands, not, however, including defenses, barracks, and other works undertaken by the United States, shall, except as otherwise specifi-

cally provided by the Congress, be paid by the Government of the Philippines.

SEC. 5. That the statutory laws of the United States hereafter enacted shall not apply to the Philippine Islands, except when they specifically so provide, or it is so provided in this Act.

SEC. 6. That the laws now in force in the Philippines shall continue in force and effect, except as altered, amended, or modified herein, until altered, amended, or repealed by the legislative authority herein provided or by Act of Congress of the United States.

SEC. 7. That the legislative authority herein provided shall have power, when not inconsistent with this Act, by due enactment to amend, alter, modify, or repeal any law, civil or criminal, continued in force by this Act as it may from time to time see fit.

This power shall specifically extend with the limitation herein provided as to the tariff to all laws relating to revenue and taxation in effect in the Philippines.

SEC. 8. That general legislative power, except as otherwise herein provided, is hereby granted to the Philippine Legislature, authorized by this Act.

SEC. 9. That all the property and rights which may have been acquired in the Philippine Islands by the United States under the treaty of peace with Spain, signed December tenth, eighteen hundred and ninety-eight, except such land or other property as has been or shall be designated by the President of the United States for military and other reservations of the Government of the United States, and all lands which may have been subsequently acquired by the Government of the Philippine Islands by purchase under the provisions of sections sixty-three and sixty-four of the Act of Congress approved July first, nineteen hundred and two, except such as may have heretofore been sold and disposed of in accordance with the provisions of said Act of Congress, are hereby placed under the control of the Government of said islands to be administered or disposed of for the benefit of the inhabitants thereof, and the Philippine Legislature shall have power to legislate with respect to all such matters as it may deem advisable; but acts of the Philippine Legislature with reference to land of the public domain, timber, and mining, hereafter enacted, shall not have the force of law until approved by the President of the United States: *Provided,* That upon the approval of such an act by the Governor-General, it shall be by him forthwith transmitted to the President of the United States, and he shall approve or disapprove the same within six months from and after its enactment and submission for his approval, and if not disapproved within such time it shall become a law the same as if it had been specifically approved: *Provided, further,* That where lands in the Philippine Islands have been or may be reserved for any public purpose of the United States, and, being no longer required for the purpose for which reserved, have been or may be, by order

of the President, placed under the control of the Government of said islands to be administered for the benefit of the inhabitants thereof, the order of the President shall be regarded as effectual to give the Government of said islands full control and power to administer and dispose of such lands for the benefit of the inhabitants of said islands.

SEC. 10. That while this Act provides that the Philippine Government shall have the authority to enact a tariff law the trade relations between the Islands and the United States shall continue to be governed exclusively by laws of the Congress of the United States: *Provided*, That tariff acts or acts amendatory to the tariff of the Philippine Islands shall not become law until they shall receive the approval of the President of the United States, nor shall any act of the Philippine Legislature affecting immigration or the currency or coinage laws of the Philippines become a law until it has been approved by the President of the United States: *Provided, further*, That the President shall approve or disapprove any act mentioned in the foregoing proviso within six months from and after its enactment and submission for his approval, and if not disapproved within such time it shall become a law the same as if it had been specifically approved.

SEC. 11. That no export duties shall be levied or collected on exports from the Philippine Islands, but taxes and assessments on property and license fees for franchises, and privileges, and internal taxes, direct or indirect, may be imposed for the purposes of the Philippine Government and the provincial and municipal governments thereof, respectively, as may be provided and defined by acts of the Philippine Legislature, and, where necessary to anticipate taxes and revenues, bonds and other obligations may be issued by the Philippine Government or any provincial or municipal government therein, as may be provided by law and to protect the public credit: *Provided, however*, That the entire indebtedness of the Philippine Government created by the authority conferred herein shall not exceed at any one time the sum of $15,000,000, exclusive of those obligations known as friar lands bonds, nor that of any province or municipality a sum in excess of seven per centum of the aggregate tax valuation of its property at any one time.

SEC. 12. That general legislative powers in the Philippines, except as herein otherwise provided, shall be vested in a Legislature which shall consist of two houses; one the Senate and the other the House of Representatives, and the two houses shall be designated "The Philippine Legislature": *Provided*, That until the Philippine Legislature as herein provided shall have been organized the existing Philippine Legislature shall have all legislative authority herein granted to the Government of the Philippine Islands, except such as may now be within the exclusive jurisdiction of the Philippine Commission, which is so continued until the organization of the Legislature herein pro-

vided for the Philippines. When the Philippine Legislature shall have been organized, the exclusive legislative jurisdiction and authority exercised by the Philippine Commission shall thereafter be exercised by the Philippine Legislature.

SEC. 13. That the members of the Senate of the Philippines, except as herein provided, shall be elected for terms of six and three years, as hereinafter provided, by the qualified electors of the Philippines. Each of the senatorial districts defined as hereinafter provided shall have the right to elect two senators. No person shall be an elective member of the Senate of the Philippines who is not a qualified elector and over thirty years of age, and who is not able to read and write either the Spanish or English language, and who has not been a resident of the Philippines for at least two consecutive years and an actual resident of the senatorial district from which chosen for a period of at least one year immediately prior to his election.

SEC. 14. That the members of the House of Representatives shall, except as herein provided, be elected triennially by the qualified electors of the Philippines. Each of the representative districts hereinafter provided for shall have the right to elect one representative. No person shall be an elective member of the House of Representatives who is not a qualified elector and over twenty-five years of age, and who is not able to read and write either the Spanish or English language, and who has not been an actual resident of the district from which elected for at least one year immediately prior to his election: *Provided*, That the members of the present Assembly elected on the first Tuesday in June, nineteen hundred and sixteen, shall be the members of the House of Representatives from their respective districts for the term expiring in nineteen hundred and nineteen.

SEC. 15. That at the first election held pursuant to this Act, the qualified electors shall be those having the qualifications of voters under the present law; thereafter and until otherwise provided by the Philippine Legislature herein provided for the qualifications of voters for senators and representatives in the Philippines and all officers elected by the people shall be as follows:

Every male person who is not a citizen or subject of a foreign power twenty-one years of age or over (except insane and feeble-minded persons and those convicted in a court of competent jurisdiction of an infamous offense since the thirteenth day of August, eighteen hundred and ninety-eight), who shall have been a resident of the Philippines for one year and of the municipality in which he shall offer to vote for six months next preceding the day of voting, and who is comprised within one of the following classes:

(*a*) Those who under existing law are legal voters and have exercised the right of suffrage.

(*b*) Those who own real property to the value of 500 pesos, or who annually pay 30 pesos or more of the established taxes.

(*c*) Those who are able to read and write either Spanish, English, or a native language.

SEC. 16. That the Philippine Islands shall be divided into twelve senate districts, as follows:

First district: Batanes, Cagayan, Isabela, Ilocos Norte, and Ilocos Sur.

Second district: La Union, Pangasinan, and Zambales.

Third district: Tarlac, Nueva Ecija, Pampanga, and Bulacan.

Fourth district: Bataan, Rizal, Manila, and Laguna.

Fifth district: Batangas, Mindoro, Tayabas, and Cavite.

Sixth district: Sorsogon, Albay, and Ambos Camarines.

Seventh district: Iloilo and Capiz.

Eighth district: Negros Occidental, Negros Oriental, Antique, and Palawan.

Ninth district: Leyte and Samar.

Tenth district: Cebu.

Eleventh district: Surigao, Misamis, and Bohol.

Twelfth district: The Mountain Province, Baguio, Nueva Vizcaya, and the Department of Mindanao and Sulu.

The representative districts shall be the eighty-one now provided by law, and three in the Mountain Province, one in Nueva Vizcaya, and five in the Department of Mindanao and Sulu.

The first election under the provisions of this Act shall be held on the first Tuesday of October, nineteen hundred and sixteen, unless the Governor-General in his discretion shall fix another date not earlier than thirty nor later than sixty days after the passage of of this Act: *Provided*, That the Governor-General's proclamation shall be published at least thirty days prior to the date fixed for the election, and there shall be chosen at such election one senator from each senate district for a term of three years and one for six years. Thereafter one senator from each district shall be elected from each senate district for a term of six years: *Provided*, That the Governor-General of the Philippine Islands shall appoint, without the consent of the Senate and without restriction as to residence, senators and representatives who will, in his opinion, best represent the senate district and those representative districts which may be included in the territory not now represented in the Philippine Assembly: *Provided further*, That thereafter elections shall be held only on such days and under such regulations as to ballots, voting, and qualifications of electors as may be prescribed by the Philippine Legislature, to which is hereby given authority to re-district the Philippine Islands and modify, amend, or repeal any provision of this section, except such as refer to appointive senators and representatives.

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SEC. 17. That the terms of office of elective senators and representatives shall be six and three years, respectively, and shall begin on the date of their election. In case of vacancy among the elective members of the Senate or in the House of Representatives, special elections may be held in the districts wherein such vacancy occurred under such regulations as may be prescribed by law, but senators or representatives elected in such cases shall hold office only for the unexpired portion of the term wherein the vacancy occurred. Senators and representatives appointed by the Governor-General shall hold office until removed by the Governor-General.

SEC. 18. That the Senate and House of Representatives, respectively, shall be the sole judges of the elections, returns, and qualifications of their elective members, and each house may determine the rules of its proceedings, punish its members for disorderly behavior, and, with the concurrence of two-thirds, expel an elective member. Both houses shall convene at the capital on the sixteenth day of October next following the election and organize by the election of a speaker or a presiding officer, a clerk, and a sergeant at arms for each house, and such other officers and assistants as may be required. A majority of each house shall constitute a quorum to do business, but a smaller number may meet, adjourn from day to day, and compel the attendance of absent members. The Legislature shall hold annual sessions, commencing on the sixteenth day of October, or, if the sixteenth day of October be a legal holiday, then on the first day following which is not a legal holiday, in each year. The Legislature may be called in special session at any time by the Governor-General for general legislation, or for action on such specific subjects as he may designate. No special session shall continue longer than thirty days, and no regular session shall continue longer than one hundred days, exclusive of Sundays. The Legislature is hereby given the power and authority to change the date of the commencement of its annual sessions.

The senators and representatives shall receive an annual compensation for their services, to be ascertained by law, and paid out of the treasury of the Philippine Islands. The senators and representatives shall, in all cases except treason, felony, and breach of the peace, be privileged from arrest during their attendance at the session of their respective houses and in going to and returning from the same; and for any speech or debate in either house they shall not be questioned in any other place.

No senator or representative shall, during the time for which he may have been elected, be eligible to any office the election to which is vested in the Legislature, nor shall be appointed to any office of trust or profit which shall have been created or the emoluments of which shall have been increased during such term.

SEC. 19. That each house of the Legislature shall keep a journal of its proceedings and, from time to time, publish the same; and the yeas and nays of the members of either house, on any question, shall, upon demand of one-fifth of those present, be entered on the journal, and every bill and joint resolution which shall have passed both houses shall, before it becomes a law, be presented to the Governor-General. If he approve the same, he shall sign it; but if not, he shall return it with his objections to that house in which it shall have originated, which shall enter the objections at large on its journal and proceed to reconsider it. If, after such reconsideration, two-thirds of the members elected to that house shall agree to pass the same, it shall be sent, together with the objections, to the other house, by which it shall likewise be reconsidered, and if approved by two-thirds of all the members elected to that house it shall be sent to the Governor-General, who, in case he shall then not approve, shall transmit the same to the President of the United States. The vote of each house shall be by the yeas and nays, and the names of the members voting for and against shall be entered on the journal. If the President of the United States approve the same, he shall sign it and it shall become a law. If he shall not approve same, he shall return it to the Governor-General, so stating, and it shall not become a law: *Provided*, That if any bill or joint resolution shall not be returned by the Governor-General as herein provided within twenty days (Sundays excepted) after it shall have been presented to him the same shall become a law in like manner as if he had signed it, unless the Legislature by adjournment prevent its return, in which case it shall become a law unless vetoed by the Governor-General within thirty days after adjournment: *Provided further*, That the President of the United States shall approve or disapprove an Act submitted to him under the provisions of this section within six months from and after its enactment and submission for his approval; and if not approved within such time, it shall become a law the same as if it had been specifically approved. The Governor-General shall have the power to veto any particular item or items of an appropriation bill, but the veto shall not affect the item or items to which he does not object. The item or items objected to shall not take effect except in the manner heretofore provided in this section as to bills and joint resolutions returned to the Legislature without his approval.

All laws enacted by the Philippine Legislature shall be reported to the Congress of the United States, which hereby reserves the power and authority to annul the same. If at the termination of any fiscal year the appropriations necessary for the support of Government for the ensuing fiscal year shall not have been made, the several sums appropriated in the last appropriation bills for the objects and purposes therein specified, so far as the same may be done, shall be deemed to be reappropriated for the several objects

and purposes specified in said last appropriation bill; and until the Legislature shall act in such behalf the treasurer shall, when so directed by the Governor-General, make the payments necessary for the purposes aforesaid.

SEC. 20. That at the first meeting of the Philippine Legislature created by this Act and trienially thereafter there shall be chosen by the Legislature two Resident Commissioners to the United States, who shall hold their office for a term of three years beginning with the fourth day of March following their election, and who shall be entitled to an official recognition as such by all departments upon presentation to the President of a certificate of election by the Governor-General of said islands. Each of said Resident Commissioners shall, in addition to the salary and the sum in lieu of mileage now allowed by law, be allowed the same sum for stationary and for the pay of necessary clerk hire as is now allowed to the members of the House of Representatives of the United States, to be paid out of the Treasury of the United States, and the franking privilege allowed by law to members of Congress. No person shall be eligible to election as Resident Commissioner who is not a *bona fide* elector of said islands and who does not owe allegiance to the United States and who is not more than thirty years of age and who does not read and write the English language. The present two Resident Commissioners shall hold office until the fourth of March, nineteen hundred and seventeen. In case of vacancy in the position of Resident Commissioner caused by resignation or otherwise, the Governor-General may make temporary appointments until the next meeting of the Philippine Legislature, which shall then fill such vacancy; but the Resident Commissioner thus elected shall hold office only for the unexpired portion of the term wherein the vacancy occurred.

SEC. 21. That the supreme executive power shall be vested in an executive officer, whose official title shall be "The Governor-General of the Philippine Islands." He shall be appointed by the President, by and with the advice and consent of the Senate of the United States, and hold his office at the pleasure of the President and until his successor is chosen and qualified. The Governor-General shall reside in the Philippine Islands during his official incumbency, and maintain his office at the seat of Government. He shall, unless otherwise herein provided, appoint, by and with the consent of the Philippine Senate, such officers as may now be appointed by the Governor-General, or such as he is authorized by this Act to appoint, or whom he may hereafter be authorized by law to appoint; but appointments made while the Senate is not in session shall be effective either until disapproval or until the next adjournment of the Senate. He shall have general supervision and control of all of the departments and bureaus of the Government in the Philippine Islands as far as is not inconsistent with the provisions of this Act, and shall be

commander in chief of all locally created armed forces and militia. He is hereby vested with the exclusive power to grant pardons and reprieves and remit fines and forfeitures, and may veto any legislation enacted as herein provided. He shall submit within ten days of the opening of each regular session of the Philippine Legislature a budget of receipts and expenditures, which shall be the basis of the annual appropriation bill. He shall commission all officers that he may be authorized to appoint. He shall be responsible for the faithful execution of the laws of the Philippine Islands and of the United States operative within the Philippine Islands, and whenever it becomes necessary he may call upon the commanders of the military and naval forces of the United States in the islands, or summon the *posse comitatus*, or call out the militia or other locally created armed forces, to prevent or suppress lawless violence, invasion, insurrection, rebellion; and he may, in case of rebellion or invasion, or imminent danger thereof, when the public safety requires it, suspend the privileges of the writ of habeas corpus, or place the islands, or any part thereof, under martial law: *Provided*, That whenever the Governor-General shall exercise this authority, he shall at once notify the President of the United States thereof, together with the attending facts and circumstances, and the President shall have power to modify or vacate the action of the Governor-General. He shall annually and at such other times as he may be required make such official report of the transactions of the Government of the Philippine Islands to an executive department of the United States to be designated by the President, and his said annual report shall be transmitted to the Congress of the United States; and he shall perform such additional duties and functions as may in pursuance of law be delegated or assigned to him by the President.

SEC. 22. That, except as provided otherwise in this Act, the executive departments of the Philippine Government shall continue as now authorized by law until otherwise provided by the Philippine Legislature. When the Philippine Legislature herein provided shall convene and organize, the Philippine Commission, as such, shall cease and determine, and the members thereof shall vacate their offices as members of said commission: *Provided*, That the heads of executive departments shall continue to exercise their executive functions until the heads of departments provided by the Philippine Legislature pursuant to the provisions of this Act are appointed and qualified. The Philippine Legislature may thereafter by appropriate legislation increase the number or abolish any of the executive departments, or make such changes in the names and duties thereof as it may see fit, and shall provide for the appointment and removal of the heads of the executive departments by the Governor-General: *Provided*, That all executive functions of the Government must be directly under the Governor-General or within one of the executive

departments under the supervision and control of the Governor-General. There is hereby established a bureau, to be known as the Bureau of Non-Christian Tribes, which said bureau shall be embraced in one of the executive departments to be designated by the Governor-General, and shall have general supervision over the public affairs of the inhabitants of the territory represented in the Legislature by appointive senators and representatives.

SEC. 23. That there shall be appointed by the President, by and with the advice and consent of the Senate of the United States, a Vice-Governor of the Philippine Islands, who shall have all of the powers of the Governor-General in the case of a vacancy or temporary removal, resignation, or disability of the Governor-General, or in case of his temporary absence; and the said Vice-Governor shall be the head of the executive department, known as the Department of Public Instruction, which shall include the Bureau of Education and the Bureau of Health, and he may be assigned such other executive duties as the Governor-General may designate.

Other bureaus now included in the department of public instruction shall, until otherwise provided by the Philippine Legislature, be included in the Department of the Interior.

The President may designate the head of an executive department of the Philippine Government to act as Governor-General in the case of a vacancy, the temporary removal, resignation, or disability of the Governor-General and the Vice-Governor, or their temporary absence, and the head of the department thus designated shall exercise all the powers and perform all the duties of the Governor-General during such vacancy, disability, or absence.

SEC. 24. That there shall be appointed by the President an Auditor, who shall examine, audit, and settle all accounts pertaining to the revenues and receipts from whatever source of the Philippine Government and of the provincial and municipal governments of the Philippines, including trust funds and funds derived from bond issues; and audit, in accordance with law and administrative regulations, all expenditures of funds or property pertaining to or held in trust by the Government or the provinces or municipalities thereof. He shall perform a like duty with respect to all Government branches.

He shall keep the general accounts of the Government and preserve the vouchers pertaining thereto.

It shall be the duty of the Auditor to bring to the attention of the proper administrative officer expenditures of funds or property which, in his opinion, are irregular, unnecessary, excessive, or extravagant.

There shall be a Deputy Auditor appointed in the same manner as the Auditor. The Deputy Auditor shall sign such official papers as the Auditor may designate and perform such other duties as the Auditor may prescribe, and in case of the death, resignation, sickness, or other absence of the Auditor from his office, from any cause,

the Deputy Auditor shall have charge of such office. In case of the absence from duty, from any cause, of both the Auditor and the Deputy Auditor, the Governor-General may designate an assistant, who shall have charge of the office.

The administrative jurisdiction of the Auditor over accounts, whether of funds or property, and all vouchers and records pertaining thereto, shall be exclusive. With the approval of the Governor-General he shall from time to time make and promulgate general or special rules and regulations not inconsistent with law covering the method of accounting for public funds and property, and funds and property held in trust by the Government or any of its branches: *Provided*, That any officer accountable for public funds or property may require such additional reports or returns from his subordinates or others as he may deem necessary for his own information and protection.

The decisions of the Auditor shall be final and conclusive upon the executive branches of the Government, except that appeal therefrom may be taken by the party aggrieved or the head of the department concerned within one year, in the manner hereinafter prescribed. The Auditor shall, except as hereinafter provided, have like authority as that conferred by law upon the several auditors of the United States and the Comptroller of the United States Treasury and is authorized to communicate directly with any person having claims before him for settlement, or with any department, officer, or person having official relations with his office.

As soon after the close of each fiscal year as the accounts of said year may be examined and adjusted the Auditor shall submitt to the Governor-General and the Secretary of War an annual report of the fiscal concerns of the Government, showing the receipts and disbursements of the various departments and bureaus of the Government and of the various provinces and municipalities, and make such other reports as may be required of him by the Governor-General or the Secretary of War.

In the execution of their duties the Auditor and the Deputy Auditor are authorized to summon witnesses, administer oaths, and to take evidence, and, in the pursuance of these provisions, may issue subpœnas and enforce the attendance of witnesses, as now provided by law.

The office of the Auditor shall be under the general supervision of the Governor-General and shall consist of the Auditor and Deputy Auditor and such necessary assistants as may be prescribed by law.

SEC. 25. That any person aggrieved by the action or decision of the Auditor in the settlement of his account or claim may, within one year, take an appeal in writing to the Governor-General, which appeal shall specifically set forth the particular action of the Auditor to which exception is taken, with the reason and authorities relied on for reversing such decision.

If the Governor-General shall confirm the action of the Auditor, he shall so indorse the appeal and transmit it to the Auditor, and the action shall thereupon be final and conclusive. Should the Governor-General fail to sustain the action of the Auditor, he shall forthwith transmit his grounds of disapproval to the Secretary of War, together with the appeal and the papers necessary to a proper understanding of the matter. The decision of the Secretary of War in such case shall be final and conclusive.

SEC. 26. That the Supreme Court and the Courts of First Instance of the Philippine Islands shall possess and exercise jurisdiction as heretofore provided and such additional jurisdiction as shall hereafter be prescribed by law. The municipal courts of said islands shall possess and exercise jurisdiction as now provided by law, subject in all matters to such alteration and amendment as may be hereafter enacted by law; and the Chief Justice and Associate Justices of the Supreme Court shall hereafter be appointed by the President, by and with the advise and consent of the Senate of the United States. The judges of the Court of First Instance shall be appointed by the Governor-General, by and with the advice and consent of the Philippine Senate: *Provided*, That the admiralty jurisdiction of the Supreme Court and Courts of First Instance shall not be changed except by Act of Congress. That in all cases pending under the operation of existing laws, both criminal and civil, the jurisdiction shall continue untill final judgment and determination.

SEC. 27. That the Supreme Court of the United States shall have jurisdiction to review, revise, reverse, modify, or affirm the final judgments and decrees of the Supreme Court of the Philippine Islands in all actions, cases, causes, and proceedings now pending therein or hereafter determined thereby in which the Constitution or any statute, treaty, title, right, or privilege of the United States is involved, or in causes in which the value in controversy exceeds $25,000, or in which the title or possession of real estate exceeding in value the sum of $25,000, to be ascertained by the oath of either party or of other competent witnesses, is involved or brought in question; and such final judgments or decrees may and can be reviewed, revised, reversed, modified, or affirmed by said Supreme Court of the United States on appeal or writ of error by the party aggrieved within the same time, in the same manner, under the same regulations, and by the same procedure, as far as applicable, as the final judgments and decrees of the district courts of the United States.

SEC. 28. That the Government of the Philippine Islands may grant franchises and rights, including the authority to exercise the right of eminent domain, for the construction and operation of works of public utility and service, and may authorize said works to be constructed and maintained over and across the public property of the

United States, including streets, highways, squares, and reservations, and over similar property of the Government of said islands, and may adopt rules and regulations under which the provincial and municipal governments of the islands may grant the right to use and occupy such public property belonging to said provinces or municipalities: *Provided*, That no private property shall be damaged or taken for any purpose under this section without just compensation, and that such authority to take and occupy land shall not authorize the taking, use, or occupation of any land except such as is required for the actual necessary purposes for which the franchise is granted, and that no franchise or right shall be granted to any individual, firm, or corporation except under the conditions that it shall be subject to amendment, alteration, or repeal by the Congress of the United States, and that lands or right of use and occupation of lands thus granted shall revert to the Governments by which they were respectively granted upon the termination of the franchises and rights under which they were granted or upon the revocation or repeal. That all franchises or rights granted under this Act shall forbid the issue of stock or bonds except in exchange for actual cash or for property at a fair valuation equal to the par value of the stock or bonds so issued; shall forbid the declaring of stock or bond dividends, and, in the case of public service corporations, shall provide for the effective regulation of the charges thereof, for the official inspection and regulation of the books and accounts of such corporations, and for the payment of a reasonable percentage of gross earnings into the Treasury of the Philippine Islands or of the province or municipality within which such franchise are granted and exercised: *Provided further*, That it shall be unlawful for any corporation organized under this Act, or for any person, company, or corporation receiving any grant, franchise, or concession from the Government of said islands, to use, employ, or contract for the labor of persons held in involuntary servitude; and any person, company, or corporation so violating the provisions of this Act shall forfeit all charters, grants, or franchises for doing business in said islands, in an action or proceeding brought for that purpose in any court of competent jurisdiction by any officer of the Philippine Government, or on the complaint of any citizen of the Philippines, under such regulations and rules as the Philippine Legislature shall prescribe, and in addition shall be deemed guilty of an offense, and shall be punished by a fine of not more than $10,000.

SEC. 29. That, except as in this Act otherwise provided, the salaries of all the officials of the Philippines not appointed by the President, including deputies, assistants, and other employees, shall be such and be so paid out of the revenues of the Philippines as shall from time to time be determined by the Philippine Legislature; and if the Legislature shall fail to make an appropriation for such salaries, the salaries so fixed shall be paid without the necessity of

further appropriations therefor. The salaries of all officers and all expenses of the offices of the various officials of the Philippines appointed as herein provided by the President shall also be paid out of the revenues of the Philippines. The annual salaries of the following-named officials appointed by the President and so to be paid shall be: The Governor-General, $18,000; in addition thereto he shall be entitled to the occupancy of the buildings heretofore used by the chief executive of the Philippines, with the furniture and effects therein, free of rental; Vice-Governor, $10,000; Chief Justice of the Supreme Court, $8,000; Associate Justices of the Supreme Court, $7,500 each; Auditor, $6,000; Deputy Auditor, $3,000.

SEC. 30. That the provisions of the foregoing section shall not apply to provincial and municipal officials; their salaries and the compensation of their deputies, assistants, and other help, as well as all other expenses incurred by the provinces and municipalities, shall be paid out of the provincial and municipal revenues in such manner as the Philippine Legislature shall provide.

SEC. 31. That all laws or parts of laws applicable to the Philippines not in conflict with any of the provisions of the Act are hereby continued in force and effect.

Approved, August 29, 1916.

APPENDIX II

[No. 2928]

AN ACT TO ADOPT AN OFFICIAL FLAG FOR THE GOVERNMENT OF THE PHILIPPINE ISLANDS, PRESCRIBE RULES FOR ITS USE, AND PROVIDE PENALTIES FOR THE VIOLATION OF SAID RULES.

Be it enacted by the Senate and House of Representatives of the Philippines in Legislature assembled and by the authority of the same:

SECTION 1. The flag commonly known as the Philippine flag is hereby adopted as the official flag of the Government of the Philippine Islands and shall be used publicly, in the place next to that belonging to the flag of the United States, to represent the Government of the Philippine Islands both on sea and on land.

SEC. 2. Whenever the Philippine flag is hoisted in public jointly with the American flag, both shall be hoisted and lowered at the same time. The American flag shall be placed above the Filipino flag when both are in a vertical line, and to the right of the latter and at the same height when hoisted in a horizontal line. The Philippine flag shall be accorded the same honors and respect which the existing laws and regulations prescribe or may hereafter prescribe for the American flag.

SEC. 3. For the purposes of this Act, a Filipino flag is any tricolored quadrangular piece of bunting answering the following description:

When the bunting is spread vertically, so that its two parallel shorter sides are to the left and right, respectively, of the observer, and its two parallel longer sides are above and below, respectively, the end of the bunting to the left of the observer shall be occupied by an equilateral triangle. One of the angles of the triangle shall be in the upper left corner of the bunting; another of the angles of said triangle shall be in the lower left corner of the bunting, and the third angle of the triangle shall be pointed in a striaght horizontal line, from the left to the right of the observer, towards the center of the quadrangle. The triangle so described shall be

white and shall have in its center a sun surrounded by eight rays, and in each of its three angles a five-pointed star. Both the sun and the three stars shall be yellow and said stars shall not extend beyond the sides of the triangle. The rest of the quadrangular bunting shall be divided into two parts by an imaginary horizontal line which, starting from the third angle of the triangle above mentioned, shall run straight from the left to the right of the observer to the right border or side of the bunting. The part of the bunting above said imaginary line shall be blue and the part below said imaginary line shall be red. This description parts from the supposition that the staff or pole of the flag, if any, is on the border or side of the flag to the left of the observer.

SEC. 4. Any utterance in speech, writing or drawing, and any act or omission casting dishonor, ridicule, or contempt upon the Philippine flag, as well as its use in places of ill-repute or for purposes involving disrespect, including use as trade-marks and for industrial, commercial or agricultural labels or designs, and any drawings or inscriptions upon the Philippine flag are hereby prohibited and their execution shall constitute an offense; and any person who, either himself or through another, violates any of the provisions of this Act and particularly those contained in this section, shall, upon conviction, be punished by a fine of not less than twenty-five nor more than one thousand pesos, or by imprisonment for not more than one year, or both such fine and imprisonment, in the discretion of the court; *Provided,* That in case of non-payment of the fine or any part thereof, the offender shall serve one day of subsidiary imprisonment for each peso of the fine unpaid; *And provided, further,* That for any second and additional offense, both fine and imprisonment shall always be imposed.

SEC. 5. All accomplices and accessories after the fact, and all attempts and frustrated offenses, such as said accomplices, accessories after the fact, attempts, and frustrated offenses are or may hereafter be defined in the existing Penal Code or in any other penal or correctional code or any law that may hereafter replace the same, shall likewise be liable to trial and punishment under the provisions of this Act.

SEC. 6. This Act shall take effect on its approval.

Approved, March 26, 1920.

CODE OF THE FLAG

"The American Flag is the symbol of the brotherhood of man. It stands for courage, for chivalry, for generosity and honor. No hand shall touch it roughly; no hand shall touch it irreverently. Its position is afloat; to float over its children, uplifting their eyes and hearts by its glowing colors and splendid promises; for under the

Stars and Stripes are opportunities unknown to any other nation in the world.

"The Government commands the people to honor their flag. Men and boys should uncover as they pass the vivid stripes which represent the life blood of brave men and the stars which represent high aspirations and federal union.

"When the flag is passing in parade or in review the people should, if walking halt, if sitting, arise, and stand at attention. Men and boys should uncover.

"The flag should be raised at sunrise; lowered at sunset. While being raised or lowered, the people should stand at attention and men and boys should uncover.

"In decorating, the flag should never be festooned; always hung flat. It should never be placed below a person sitting.

"It shall not be used as a staff, a whip or a covering for tables or to hang in doorways or windows.

"The only customs sanctioned for the use of the flag as a covering are by the Army and Navy to spread upon their honored dead and by the church to envelop a pulpit or an altar. The only flag which ever floats above it is the church pennant to typify 'God above country.'

"It shall not be marred by advertisement nor desecrated on the stage.

"It shall not be worn as the whole or part of a costume.

"It is not the plaything of the hour; it is the birthright of privilege and integrity.

"When the flag is flown at half-staff as a sign of mourning it should be hoisted to full-staff at the conclusion of the funeral, or designated period, or immediately before being lowered. In placing the flag at half-staff it should first be hoisted to the top of the staff and then lowered to position.

"When the flag is used in unveiling a statue or monument it should never be allowed to fall to the ground, but should be carried aloft to wave out, forming a distinctive feature during the remainder of the ceremony.

"When the American Flag and another flag are hoisted on the same staff there must be double halyards, one for each flag, and the Star Spangled Banner must float from the top of the staff.

"The American Flag should never come down for another flag to be hoisted in its place.

"In the heart of every American citizen the American Flag must have the first and highest place—must be supreme.

"It must always be carried upright. To bear the Star Spangled Banner is an honor; to own one a sacred trust.

"The American Flag, the emblem of our Country, is the third oldest national flag in the world. It represents liberty, and liberty means obedience to law.

"It was born in tears and blood; it was baptized in blood and tears.

"It has floated since June 14, 1777, over a country of benevolence, refuge, and progress.

"It is the emblem of freedom, of equality, of justice, for every person and creature as it floats unvanquished—untarnished over the open door of free education."

APPENDIX III

THE CARE OF HORSES AND OTHER GOVERNMENT LIVE STOCK

(1) All officers in any way concerned with the use and care of government animals will be required to exercise a rigid, personal supervision over the regularity, adequacy, and variety of their feeding, their stabling, and their proper treatment.

(2) Station and Company Commanders, and other responsible officers, will frequently inspect the condition of animals under their charge, will scrutinize the conduct of enlisted men detailed for stable duty, and will take such precautions as may be necessary to ensure that salt and forage issued for animals are actually fed to them.

(3) The employment of animals with saddle serves, sprains, or that are otherwise in poor condition will not be permitted. But suitable measures will be taken, by rest and the application of appropriate liniments or other remedies, to restore such animals to a sound serviceable condition.

(4) Officers and enlisted men will be held strictly accountable for any injuries to animals caused due to wanton abuse or neglect, and such misconduct will render them liable to the application of disciplinary measures.

(5) Enlisted men having some experience in the care and treatment of live-stock will, when available, be detailed to take direct charge of animals assigned for station or company service. But such detail will not relieve officers of their responsibility for the proper care and treatment of such animals.

Special rules for the care of horses.—(1) Government horses will at all times be treated by officers and soldiers with the same care and consideration for their well-being as if they were valued personal property.

(2) A horse must never be allowed to drink while warm and sweating after exercise, except during a journey which is to be continued immediately or when the animal is to be kept at work or at other exercise.

(3) When a horse comes in from a trip or from exercise in a heated condition, the saddle should be removed and the saddle-blanket reversed so that the damp side is exposed to the air. The

animal should then be allowed to cool off gradually, by leading him to-and-fro at a walk for about ten minutes. On no account should a horse returned from exercise in a heated condition be exposed to cold drafts or wind.

(4) When the animal has cooled off his body and legs should be thoroughly rubbed with a dry cloth, a piece of gunny sacking, a dandy brush, or a handful of hay. He may then be watered, and if desired fed with grain.

(5) Horses may be fed hay or grass forage at any time. But grain should never be fed to animals while in a heated condition.

(6) Horses, when not traveling or being otherwise exercised, should not be kept exposed to the direct heat of the sun. When stables or sheds are not available temporary shelters of nipa or cogon grass should be constructed, or the animals should be tied in the shade of well-foliaged trees.

(7) During a journey a horse should be permitted to drink whenever good water is available, provided that the journey is to be continued immediately the animal has ceased drinking.

(8) During temporary halts, on a journey when it is not desired to remove the saddle, the girth or cinch should be loosened.

APPENDIX IV

RULES FOR THE PRESERVATION AND CLEANSING OF LEATHER EQUIPMENT

1. Leather equipment should be cleaned by sponging with lukewarm (not hot) water and castile soap, changing the water as it becomes dirty. After sponging the leather should be allowed to slowly dry.

2. Saddle soap should then be applied with a clean slightly damp sponge or piece of flannel. The saddle soap should then be massaged into the leather with the fingers and thumb until it becomes soft and pliable.

3. At this stage the cleaning process should be suspended overnight. After 12 or 18 hours all evidences of the saddle soap should be removed and the leather surface polished with a soft brush, and finished with a clean dry rag.

4. The undressed side of leather equipment should be given a thin coating of saddle soap, which should be rubbed in with the hands.

5. Saddle and bridle should be carefully wiped with a cloth after use. Bridles should be taken apart, and thoroughly cleaned, at least once in 15 days.

6. When saddle soap is not available neats foot oil and tallow may be used as a substitute.

7. To make leather equipment or shoes water proof melt small portions of tallow and bees-wax with a pinch of resin, and mix with hot neats foot oil. Clean the leather article thoroughly with castile soap. Then saturate it with the prepared mixture, allowing it to sink in for 24 hours or longer. "Viscol" is a commercially prepared mixture which is also effective for the preservation and water-proofing of leather articles.

8. Buckles and other steel parts of saddlery, etc., should be kept constantly clean and free from rust. When cleaned and burnished they may be rubbed with an oily rag. Rusty metal parts are extremely injurious to leather, canvas or woolen material.

9. The saddle blanket should be kept clean, soft, and smooth:

(1) After use it should be unfolded and hung on a line or fence, damp side uppermost.

(2) When dry it should be opened out and placed on top of the equipment on the saddle peg, the used side uppermost.

(3) Blankets should be frequently brushed clean with a horse-brush or whisk broom. Occasionally they should be washed with soap and warm (not hot) water, and spread out to dry slowly.

(4) The fold of a saddle blanket should be change weekly, so as to frequently have a fresh fold on the back of the horse.

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